



Montana Career Guide 2007



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Montana Department of Labor and Industry
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Introduction: Why Use This Guide?

In high school, the single most annoying question, and the one we seemed to get asked on a weekly basis, was “What do you want to do for a living?” The standard reply was, “How am I supposed to know? I’m only a sophomore!” To this, the usual response was, “That’s the time to start planning.” We didn’t know it then, but all those annoying teachers and relatives were right.

Consider this, if you wait until your senior year to decide on a career path, you may find that the type of college you want to attend requires four years of math in high school. Suppose you didn’t sign up for a math class this semester? By not planning ahead, you’ve severely limited your options.

But don’t panic (there you go, take nice deep breaths). Now remember, you are not “deciding what you want to do for the rest of your life.” Chances are, you’re going to change your mind several times along the way, and that’s okay. Only through experience do we learn what kind of work we are best suited for. That’s why it is so important to begin exploring careers early--so we have time to find out what we like and dislike about a number of jobs before committing to a certain path. And it is a commitment, of both time and money. Most jobs that pay a decent wage require a good deal of training and education. Before you shell out the bucks to attend a university, it’s a good idea to have set some clear goals for yourself.

The purpose of this guide is to help you take the first step in setting career goals. Whether you’ve known what job you want since the second grade, or have no idea what kind of jobs are out there, this guide can help. Inside you’ll find an interest assessment that will help you match up your interests with specific jobs. You’ll find an occupations guide that describes over two hundred of the top occupations in Montana, tells you how fast each is growing and what level of education is required, and lists low, median, and high-end wages. There are also sections that will help you choose a training program, gain necessary work experience, market your skills in a resume, and interview for a job.

Whether you are a high school sophomore considering careers for the first time, a stay-at-home-parent re-entering the workforce after several years, or someone just looking for a new line of work, this guide has valuable information for you. Good luck and happy hunting!

What's Your Calling?

Some people report having had a “calling” to their chosen profession, meaning that they instinctively knew which job they were best suited to do.

For the rest of us, it's not so easy.

Even if you have no idea what career you'd like to pursue, you know that you'll want a job that matches your personality and interests. Discovering who you are and what you want out of life is probably the most important step in the career decision-making process. Unfortunately, it's also a step many people neglect when making major life decisions.

Experts agree that work satisfaction depends on matching your personality with your work environment. Working full-time can add up to 80,000 hours of work during your lifetime. Considering the number of hours of your life at stake, the amount of time it takes to do a self-assessment is negligible.

Your likes and dislikes are extremely important in your career planning. They will supply you with ideas of what types of work will suit you best. The following interest assessment is based on Holland's Interest Inventory. Mark the circle following each statement you agree with. When you are finished, add the number of marks in each column. The three letters with the highest scores are your “interest profile.”

You can use your interest profile to match your interests with specific occupations. Just flip to the occupations guide (page 29) and look in the second

MCIS Assessment Resources

The Montana Career Information System (MCIS) is available through most Montana high schools, all Montana Job Service Workforce Centers, and at home for free at www.safmt.org.

IDEAS Assessment

Learn which occupations match your interests
(This assessment not available through www.safmt.org)

Micro SKILLS Assessment

Allows you to match your skills with specific occupations

O*Net Interest Profiler

Identify your strongest work-related interests

Work Importance Locator

Find out which work values are most important to you, then explore occupations that match your values.

column. You'll find interest profiles marked for each occupation. And remember, you don't have to limit yourself only to occupations that match your profile exactly. This exercise will just give you an idea of where to start looking.



I Like To...

...do puzzles							
...work on cars							
...work independently							
...work in teams							
...organize things like files, offices, or activities							
...set goals for myself							
...build things							
...read about art or music							
...have clear instructions to follow							
...influence or persuade people							
...do experiments							
...teach or train people							
...help people solve their problems							
...take care of animals							
...have my day structured							
...sell things							
...do creative writing							
...work on science projects							
...take on new responsibilities							
...heal people							
...figure out how things work							
...put things together or assemble models							
...be creative							
...pay attention to details							
...do filing or typing							
...learn about other cultures							
...analyze problems, situations, or trends							
...play instruments or sing							
...dream about starting my own business							
...cook							
...act in plays							
...think things through before making decisions							
...work with numbers or charts							
...discuss current events or politics							
...keep records of my work							
...be a leader							
...work outdoors							
...work in an office							
...work on math problems							
...help people							
...draw							
...give speeches							

Your Interest Profile is:

Add
Each
Column

R I A S E C

Write your top three totals here

Assessment exercise adapted from
Mncareers 2005 (www.mncareers.org)

What the Letters Mean:

Realistic

Realistic people are often good at mechanical or athletic jobs. They like to work with things, like machines, tools, or plants, and they like to work with their hands. They are often practical and good at solving problems.

Investigative

Investigative people like to watch, learn, analyze and solve problems. They often like to work independently, tend to be good at math and science, and enjoy analyzing data.

Artistic

Artistic people like to work in unstructured situations where they can use their creativity and come up with new ideas. They enjoy performing (theater or music) and visual arts.

Social

Social people like to work directly with people rather than things. They enjoy training, instructing, counseling, or curing others. They are often good public speakers with helpful, empathetic personalities.

Enterprising

Enterprising people like to work with other people. They particularly enjoy influencing, persuading, and performing. They like to lead and tend to be assertive and enthusiastic.

Conventional

Conventional people are very detail oriented and like to work with data. They have good organizational and numerical abilities and are good at following instructions. Conventional people also like working in structured situations.

Investigating Careers

Sometimes our ideas about a career have little to do with its reality. This is why it is so important to investigate a possible career before you decide to pursue it. Unfortunately, this step in career planning is the one most often skipped, since it does take some effort. However, considering the effort (not to mention money) it will take to earn a degree or license toward your chosen profession, it is well worth your time. Just imagine spending four years and thousands of dollars earning a degree, only to discover that the job you thought you wanted is nothing like you thought it would be. It happens.

Even if you're certain you know what a career entails, and that you want to pursue it, investigating that career is still worth your time. It will give you the chance to learn what employers in your field are looking for in an applicant. You'll also make important contacts in the industry. Never underestimate the importance of letting employers in your field know who you are and that you are interested in what they do.

By reading career descriptions in this guide, you've already taken the first step toward investigating careers, but now it is time to take the next step. You'll find there are a number of great ways to begin exploring careers. They include:

- Informational Interviews
- Job Shadowing
- Internships
- Volunteer Work
- Part-Time or Temporary Work

Informational Interviews

Informational interviews are the most direct way to find out about an occupation and to establish contacts. They also take less commitment than internships or part-time employment. All you need to do is find someone who has the kind of job you want and is willing to talk to you about it. Don't be afraid that you are wasting their time; you'd be surprised how many professionals are willing



to share their experience with an enthusiastic newcomer. Such interviews may even be helpful to employers, giving them the chance to communicate exactly the types of skills and training they need in new employees.

Questions to ask:

You probably won't have a lot of time, so choose only a few important questions. Here are some ideas:

- How did you get into this type of work? This job?
- What type of preparation/education/training did you have? What is required?
- What do you enjoy the most about your job? The least?
- What three skills do you use most often on the job?
- Describe a typical day or week at your job.
- What motivates you?
- Describe difficulties you regularly face on the job.
- What are the advancement opportunities and limits?
- What must a person know to stay competitive?

- How does this job affect your home life?
- What are typical entry-level job titles and duties?
- Here are my strengths. How do they fit in this field?

When your time is almost up, end the interview. Thank the interviewee verbally and shake hands. Remember to ask for a business card, and to be referred to others who might be willing to grant you an interview. When you eventually do get a job, make sure to tell your interviewees about it—they'll want to know how your search ended.

Tips:

- Interview several people in each occupation – often people with the same job title perform very different tasks
- When you call, say how you got that person's name.
- Explain that you're seeking advice and experience
- Set a time limit for the interview (generally 15 to 20 minutes) and stick to it
- Take notes
- Do your research – you won't have a lot of time, so eliminate certain basic questions by researching about what the company does.
- Dress and act professionally
- Don't ask the person for a job in any way
- Follow up with a thank you note.

Job Shadowing

Job shadowing gives you a chance to directly observe someone on the job. You may spend anywhere from a few hours to a few days watching, listening, and asking questions as the employee performs their job. It's a great way to see firsthand the skills needed for a career you may be considering. Check out www.jobshadow.org for a complete job shadowing "How-To" guide.

Internships

Internships are basically short-term jobs that may last for a few weeks or a few months. They may be paid or unpaid positions, but for your time and labor, you'll gain on-the-job experience under the guidance of a supervisor, enhance your qualifications, and make valuable professional contacts.

Volunteer Work

Volunteer work may not earn you a paycheck, but it pays off in other ways. It looks great on a college application or resume, particularly if your work experience is limited. Like an internship, volunteer work gives you actual work experience and helps you make valuable professional contacts. Hospitals, schools, religious and political groups, child care and senior centers often need and welcome enthusiastic volunteers willing to give their time in exchange for practical experience.

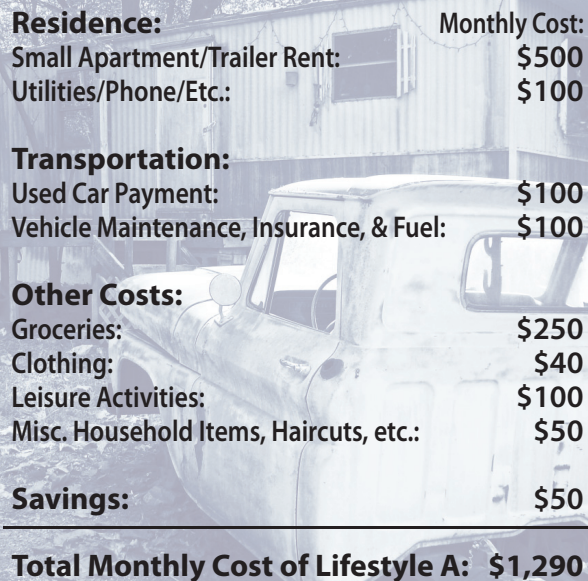
Part-Time or Temporary Jobs

To many students, part-time and summer jobs are merely a way to earn some pocket money, but they don't have to be. Looking for part-time work related to your long-term career goals is a great way to gain experience, make contacts, and to help you decide if a certain career is right for you. If you haven't yet decided on long-term career goals, part-time jobs provide you with the opportunity to try out several types of work. Your part-time job may mean you have to deal with customers all day long, it may involve sitting in an office for long periods of time, or it may mean performing physically demanding tasks. Is this something you would enjoy doing on a permanent basis? Finding out you don't like something is as important as discovering the things you do enjoy. Remember, even if the part-time job doesn't turn out to be all that you'd hoped for, your good performance can provide you with great references for future positions.

Reality Check: The High Cost of Lifestyle

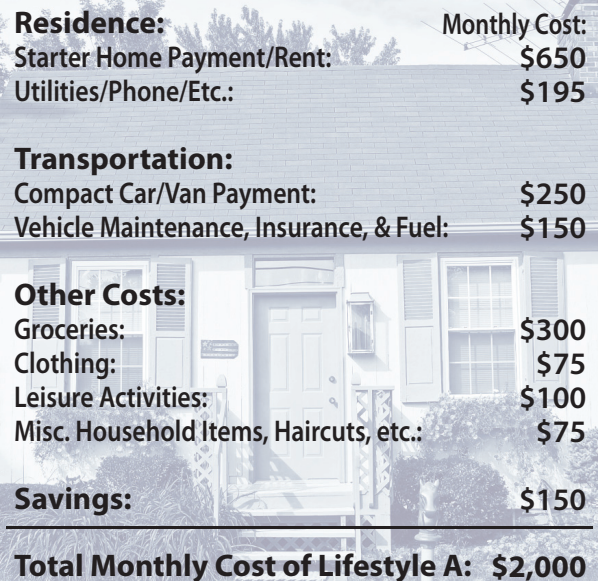
"Money doesn't matter. I just want a job that I enjoy doing." It's a phrase one hears all the time when the subject of career planning comes up. But have you ever considered the type of lifestyle your dream job will buy you? Check out the four lifestyles described below, then flip the page you see what you'd need to earn to afford to live that way.

Lifestyle A:



Residence:	Monthly Cost:
Small Apartment/Trailer Rent:	\$500
Utilities/Phone/Etc.:	\$100
Transportation:	
Used Car Payment:	\$100
Vehicle Maintenance, Insurance, & Fuel:	\$100
Other Costs:	
Groceries:	\$250
Clothing:	\$40
Leisure Activities:	\$100
Misc. Household Items, Haircuts, etc.:	\$50
Savings:	\$50
Total Monthly Cost of Lifestyle A: \$1,290	

Lifestyle B:



Residence:	Monthly Cost:
Starter Home Payment/Rent:	\$650
Utilities/Phone/Etc.:	\$195
Transportation:	
Compact Car/Van Payment:	\$250
Vehicle Maintenance, Insurance, & Fuel:	\$150
Other Costs:	
Groceries:	\$300
Clothing:	\$75
Leisure Activities:	\$100
Misc. Household Items, Haircuts, etc.:	\$75
Savings:	\$150
Total Monthly Cost of Lifestyle A: \$2,000	

Lifestyle C:



Residence:	Monthly Cost:
Moderately-Priced House Payment:	\$900
Utilities/Phone/Etc.:	\$270
Transportation:	
4WD Car/Sedan Payment:	\$350
Vehicle Maintenance, Insurance, & Fuel:	\$150
Other Costs:	
Groceries:	\$325
Clothing:	\$100
Leisure Activities:	\$175
Misc. Household Items, Haircuts, etc.:	\$100
Savings:	\$200
Total Monthly Cost of Lifestyle A: \$2,545	

Lifestyle D:



Residence:	Monthly Cost:
High-End Luxury Home Payment:	\$2,500
Utilities/Phone/Etc.:	\$750
Transportation:	
Luxury Automobile Payment:	\$700
Vehicle Maintenance, Insurance, & Fuel:	\$400
Other Costs:	
Groceries:	\$800
Clothing:	\$300
Leisure Activities:	\$500
Misc. Household Items, Haircuts, etc.:	\$300
Savings:	\$625
Total Monthly Cost of Lifestyle A: \$6,875	

GED/High School Diploma

Your job will generally require little or no experience, have few opportunities for advancement, and rarely include retirement or health benefits.

	Monthly:
Wages @ \$6.25/hour:	\$1,083
Taxes, Social Security, Medicare:	-\$165
Retirement Plan: <i>(Generally not available)</i>	\$0

Total Available Income: \$918



You're gonna need a second job to afford your own place. That or move back in with your folks.

High School + 2 Year College or Specialty Training

Your job will require experience and prior training (apprenticeship, long term on-the-job training, Associate degree). Health insurance may be provided for employee and retirement plan may be an option.

	Monthly:
Wages @ \$16/hour:	\$2,773
Taxes, Social Security, Medicare:	-\$623
Retirement Plan:	-\$156

Total Available Income: \$1,994



You're doing OK for one person, but it will be hard to support a family on your income.

Specialty Training/Bachelor's Degree

Your job will require work related experience and the equivalent of a Bachelor's degree or beyond. Health Insurance and retirement benefits will generally be available.

	Monthly:
Wages @ \$21/hour:	\$3,640
Taxes, Social Security, Medicare:	-\$910
Retirement Plan:	-\$218

Total Available Income: \$2,512



You make a decent living. You don't live in the lap of luxury, but you're comfortable. You may need to advance in your career to put your kids through college or buy a boat.

Advanced Education/Entrepreneur

Your job will require advanced education and/or extensive skill, high-level decision-making abilities, and responsibility. Or you could become a rock star.

	Monthly:
Wages @ \$70/hour:	\$12,133
Taxes, Social Security, Medicare:	-\$3,640
Retirement Plan:	-\$728

Total Available Income: \$7,765



You've made it! You're one of the lucky few. But don't blow your whole fortune on Bentleys and Cristal. You still need to save and invest wisely to maintain this lifestyle into retirement.

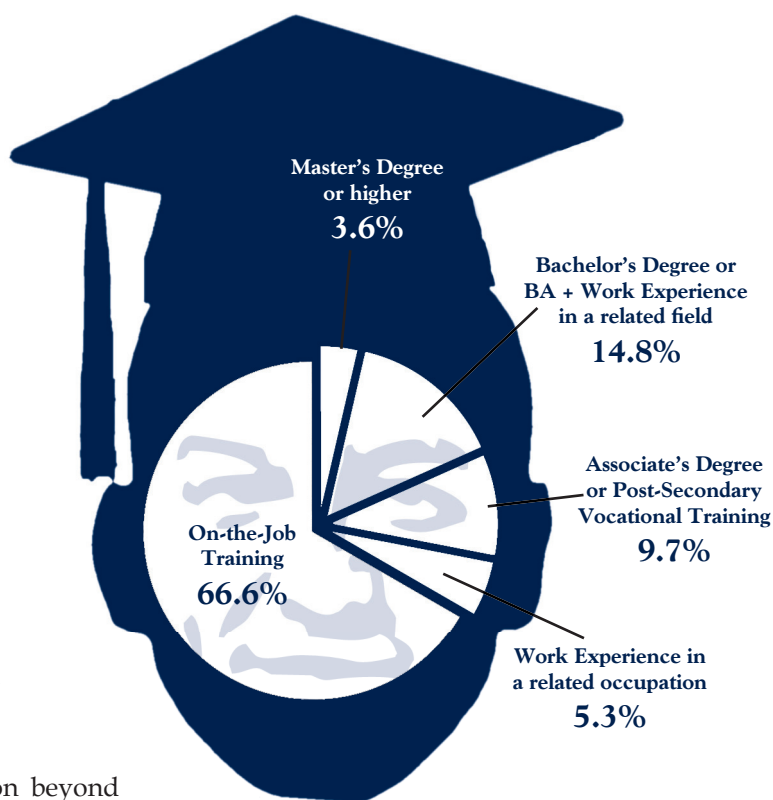
Education Pays

The Road to Riches is Paved by Education...

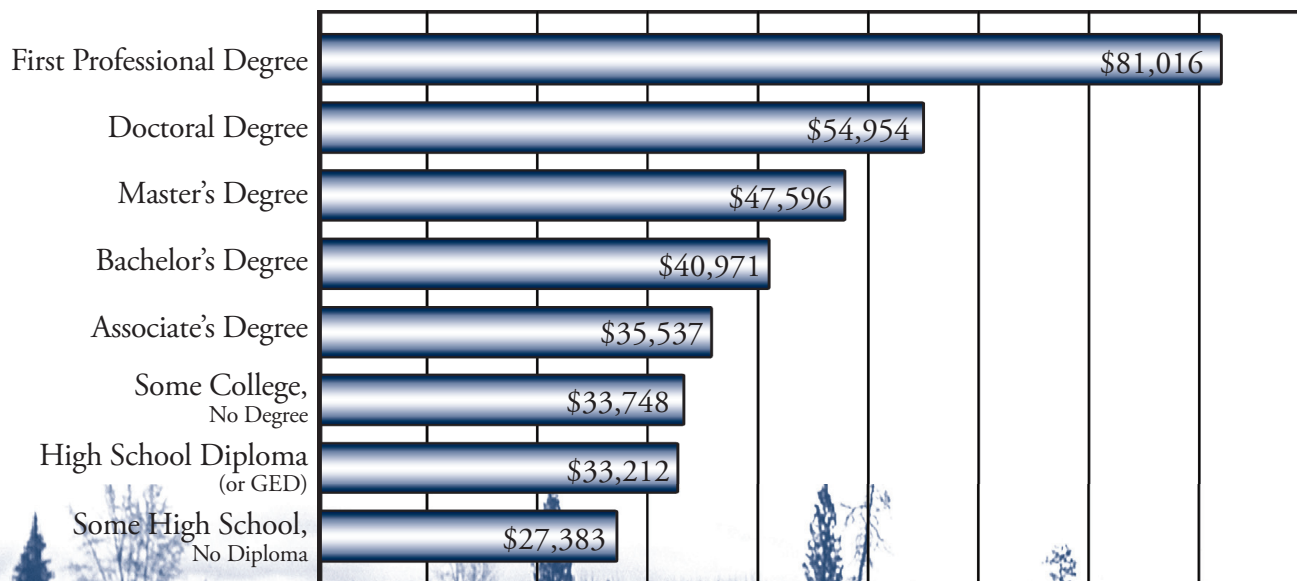
...or so the numbers suggest. The chart below shows that in the U.S., your level of education makes a substantial difference in the amount you earn. For example, the median earnings for someone with a Bachelor's (four-year) degree is almost 50% higher than that of a high school dropout, while people with professional degrees (physicians, lawyers, etc.) earned nearly three times as much. But workers do not need that much education to earn a bigger paycheck; simply completing high school (or earning a GED) increases median earnings by \$5,829 (21%) annually. Those who graduate with an Associate's (two-year) Degree earn 30% more than those who don't finish high school. The numbers don't lie; education pays.

The pie chart to the right shows a breakdown of Montana jobs based on education and training levels. As you can see, well over half of the state's jobs require no education beyond high school. Keep in mind that these jobs generally pay less, and many Montanans work more than one job to make ends meet. The more education you have, the greater advantage you'll have in a competitive job market.

Montana Jobs by Training Requirements



Montana median earnings for full-time workers ages 25 and older, by educational attainment, 2006



College Entrance Requirements

Even if you're not sure you want to continue your education after high school, it is a good idea to choose your classes as if you were. That way, you'll have completed the required coursework should you change your mind later. But what classes should you take? The following lists detail course requirements for entrance into the Montana university system, as well as recommended courses for other training paths.

Entrance requirements for Montana's four-year university system:

English:

4 years - emphasis on written and oral communication skills and literature

Social Studies:

3 years - includes global studies, American history, government, economics, Indian history or other third year courses

Mathematics:

3 years - includes Algebra I, Geometry, and Algebra II

Laboratory Science:

2 years - includes earth science, biology, chemistry, physics

Additional 2 years chosen from the following:

Foreign Language: (preferably two years)
Computer Science
Visual and performing arts
Vocational education units

Math Standards:

ACT - 17 minimum on math portion,
SAT - 420 minimum on math portion, or
Advanced Placement Calculus Exam - 3 minimum

Detailed info available at:

www.mus.montana.edu/hscp

You might be tempted to take on a less challenging schedule your senior year. Don't. Not only does this look bad to an admissions officer, it will leave you ill-prepared for the rigorous work you'll face in college.

Every college has its own admissions standards, so if you have a specific school in mind, be sure to find out about those standards well in advance, and use them to plan your high school coursework. However, chances are that you don't yet know which school you want to attend.

In that case, the best way to prepare is to take the most challenging schedule you can handle. Take advanced placement or honors classes whenever possible. Remember, a B in an honors course can look better to an admissions officer than an A in a regular course, because it shows you are willing to take on a challenge.

Most admissions offices look for a solid background in English, math, lab sciences, social studies, and foreign languages. If you plan to pursue a specific subject area, such as business or music, take these courses as well. If you have talent in arts or athletics, don't neglect them. A well-balanced application shows involvement in extra-curricular activities as well as strong academic work.

Recommended High School Courses for:

On-the-job training:

Business math
English (writing and reading)
Computer science

Technical and two-year schools:

Math - algebra, geometry, business math
English - writing, speech, literature
Social Studies - government, history
Science - biology, chemistry, physics
Computer science

4-year difficult admissions (i.e. ivy league schools):

English - 4 years
Math - 4 years (including calculus)
Foreign Language - 2 years min. (same language)
Science - 2 years laboratory science
History - 2 years

Higher Education & Vocational Training

What Type of Training Program is Right for You?

Too often, high school graduates enroll in a four-year college simply because they don't know what else to do. They end up switching majors, dropping out, or transferring to a different school, all of which means wasted time and money. It is important to have clear career goals so you can choose the right training program the first time around. Many high-paying occupations in Montana require only a two-year degree, which gets students into the workforce in half the time, and often with half the debt. So which type of program is right for you? This guide will give you a basic idea of the types of education and training programs available to you.

Colleges of Technology

Technical colleges tend to be career-oriented, offering mainly two-year programs that qualify students for employment in various technical fields. They offer associate's degrees, certifications, and specialized endorsements. Montana's colleges of technology are affiliated with the university system, and credits are transferrable should a student decide to transfer to a four-year school.

Montana has four colleges of technology. Those affiliated with Montana State University are located in Billings and Great Falls, and those affiliated with the University of Montana are located in Butte and Helena. Each offers a variety of programs and degrees. These include:

- Accounting
- Associate of Arts
- Automobile Collision Repair & Refinishing
- Aviation Science and Technology
- Business Management
- Computer Technology - Application Development
- Computer Technology - Networking
- Construction Technology
- Diesel Technology
- Drafting & Design Technology
- Electronics
- Fire Science
- Health Sciences - Medical Assistant
- Health Sciences - Paramedics
- Health Sciences - Practical Nursing
- Heating, Ventilation, Air Conditioning, and Refrigeration
- Interior Design
- Radiologic Technology
- Surgical Technology
- Welding & Metal Fabrication
- ...and more

Community Colleges

Much like technical colleges, community colleges offer two-year degree programs, along with specialized certification programs and endorsements. Community colleges tend to focus on the training needs of a specific community.

In Montana, many community colleges are affiliated with Native American tribes, and serve not only to educate and train the local workforce, but to preserve the traditions and culture of Montana's native peoples.

Specialized Trade Schools

Trade schools provide short-term programs (less than two years) that prepare students for specific careers, such as law enforcement, cosmetology, taxidermy, and radiology (see list p. 53).

Liberal Arts Colleges

Liberal Arts schools tend to emphasize broad knowledge in arts, sciences, and humanities rather than focussing on specialized career training. Programs and degrees offered vary widely by institution.

Public Universities

Universities offer Bachelor's (four-year) degrees in both the arts and sciences. Many also offer Master's, Doctoral, and Professional degrees. Majors and degrees vary widely by institution, so make sure to research a school thoroughly before applying.

Montana Colleges & Universities

Blackfeet Community College	P.O. Box 819	Browning, MT 59417-0819	406-338-5441
Carroll College	1601 N. Benton Ave.	Helena, MT 59625-0002	800-992-3648
Chief Dull Knife College	P.O. Box 98	Lame Deer, MT 59043-0098	406-477-6215
Dawson Community College	P.O. Box 421	Glendive, MT 59330-0421	800-821-8320
Flathead Valley Community College (FVCC)	777 Grandview Dr.	Kalispell, MT 59901-2622	406-756-3822
FVCC Libby Campus	225 Commerce Way	Libby, MT 59923	406-293-2721
Fort Belknap College	P.O. Box 159	Harlem, MT 59526-0159	406-353-2607
Fort Peck Community College	P.O. Box 398	Poplar, MT 59255-0398	406-768-6300
Little Big Horn College	1 Forst Lane	Crow Agency, MT 59022-0370	406-638-3104
Miles Community College	2715 Dickinson	Miles City, MT 59301-4774	800-541-9281
Montana Bible College	3625 S. 19th	Bozeman, MT 59718	888-462-2463
Montana State University - Billings	1500 University Dr.	Billings, MT 59101-0298	800-565-6782
MSU - Billings College of Technology	3803 Central Ave.	Billings, MT 59102	406-247-3000
Montana State University - Bozeman	P.O. Box 172190	Bozeman, MT 59717-2190	800-MSU-CATS
MSU - Great Falls College of Technology	2100 16th Ave. S.	Great Falls, MT 59405	800-446-2698
Montana State University Northern	P.O. Box 7751	Havre, MT 59501-7751	800-662-6132
Mountain States Baptist College	216 9th St. N.	Great Falls, MT 59401	406-761-0308
Montana Tech (U of M)	1300 W. Park St.	Butte, MT 59701	800-445-TECH
Rocky Mountain College	1511 Poly Dr.	Billings, MT 59102-1796	800-877-6259
Salish-Kootenai College	P.O. Box 70	Pablo, MT 59855-0117	406-275-4800
Stone Child College	RR1 Box 1082	Box Elder, MT 59521	406-395-4313
University of Great Falls	1301 20th St. S.	Great Falls, MT 59405	800-856-9544
U of M - Butte College of Technology	25 Basin Creek Rd.	Butte, MT 59701	406-496-3707
U of M - Helena College of Technology	1115 Roberts St.	Helena, MT 59601	800-241-4882
University of Montana - Missoula	32 Campus Dr.	Missoula, MT 59812-0002	800-462-8636
U of M - Missoula College of Technology	909 S. Ave. W.	Missoula, MT 59801	800-542-6882
University of Montana - Western	710 S. Atlantic	Dillon, MT 59725-3598	800-UMW-MONT
Yellowstone Baptist College	1515 S. Shiloh Rd.	Billings, MT 59106	800-487-9950

Specialized Trade Schools

Academy of Cosmetology	133 W. Mendenhall	Bozeman, MT 59715	406-586-2520
Academy of Nail & Skin, LLP	928 Broadwater Ave. Ste. C	Billings, MT 59101	406-252-3232
Anaconda Job Corps Center	1407 Foster Creek Rd.	Anaconda, MT 59711	406-563-8700
Big Sky Somatic Institute	1802 11th Ave.	Helena, MT 59601	406-442-8998
Blanco Blanco Cosmetology School	901 24th St. W.	Billings, MT 59102	406-652-2700
Butte Academy of Beauty Culture, Inc.	303 West Park	Butte, MT 59701	406-723-8565
College of Coiffure Art	1423 Wyoming Ave.	Billings, MT 59102	406-656-9114
Connole Morton Real Estate School	415 N. Higgins	Missoula, MT 59802	406-543-3269
Crevier's School of Cosmetology	134 First St. W.	Kalispell, MT 59901	406-257-2525
Dahl's College of Beauty	716 Central Ave.	Great Falls, MT 59401	406-454-3453
DAVRON Telco Training, LLC	6635 Sleeping Giant View Dr.	Helena, MT 59602	406-227-1194
H&R Block Income Tax Schools	(7 locations in Montana - visit www.hrblock.com to find a school near you)		
Kickinghorse Job Corps	2000 Mollman Pass Trail	Ronan, MT 59864	406-644-2217
Missoula Valley School of Taxidermy	P.O. Box 1169	Thompson Falls, MT 59873	406-827-3170
Modern Beauty School Inc.	2700 Paxson, Suite G	Missoula, MT 59801	406-721-1800
Jerry Malson's MT Guide Training Center	22 Swamp Creek Rd.	Trout Creek, MT 59874	406-847-5582
Montana Law Enforcement Academy	2260 Sierra Road E.	Helena, MT 59602	406-444-9950
Montana School of Taxidermy & Tanning	3280 Green Meadow Dr.	Helena, MT 59602	406-443-0022
Rtech College of Cosmetology, Inc.	618 Helena Ave.	Helena, MT 59601	406-495-8324
Sage Technical Services	3044 Hesper Rd.	Billings, MT 59102	406-652-3030
SkillTrain	1121 E. Broadway	Missoula, MT 59802	406-541-7545
Trapper Creek Job Corps Center	5139 West Fork Rd.	Darby, MT 59829	406-821-3286

Apprenticeship Programs

<i>Union Apprenticeship Programs</i>	<i>Address</i>	<i>Phone #</i>
Billings Area Roofing #229 JATC	P.O. Box 31866	Billings, MT 59107 406-668-7532
Billings Carpenters #1172 JATC	530 S. 27th St.	Billings, MT 59101 406-259-6911
Billings Painting Trades JATC #167	530 S. 27th St.	Billings, MT 59101 406-259-6911
Billings Piping Industry JATC #30	P.O. Box 30616	Billings, MT 59107-0616 406-252-9371
Blackfeet Indian Contractors Assoc.	P.O. Box 2565	Browning, MT 59417 406-338-5134
Bricklayers & Allied Craftsmen Local #3	P.O. Box 63	Ramsey, MT 59748 406-544-3027
Butte Automotive Trades	156 W. Granite St.	Butte, MT 59701
Butte Carpentry Trades JATC	P.O. Box 3412	Butte, MT 59701 406-782-8542
Carpenters Local #28	208 E. Main	Missoula, MT 59802 406-549-8067
Carpenters Local #153	110 N. Warren	Helena, MT 59601 406-442-0210
Carpenters Local #557	P.O. Box 11	Bozeman, MT 59771 406-587-7690
Eagle Electric/Jeff Hoffer	P.O. Box 5324	Helena, MT 59604 406-442-8685
Great Falls Auto & Machinists JATC	4 Eaton Ave.	Great Falls, MT 59403 406-453-7555
Great Falls Carpentry Trades JATC	1112 Seventh S. RM 23	Great Falls, MT 59405 406-453-1301
Helena Automotive Trades JATC	P.O. Box 6549	Helena, MT 59604 406-442-5810
International Union of Elevator Constructors	2112 Thorndyke Ave. W.	Seattle, WA 98199 402-734-0209
Kalispell/Missoula Carpenters JATC	208 E Main St.	Missoula, MT 59802 406-549-8067
Laborers AGC (heavy, highway construction)	3100 Horseshoe Bend	Helena, MT 59601 406-442-9964
Missoula Electric Co-op JATC	1700 W. Broadway	Missoula, MT 59802 406-541-4433
Missoula Plumbing Trades JATC	1026 S. 5th St. W.	Missoula, MT 59801 406-549-3479
Montana Carpenters JATC	780 Carter Dr.	Helena, MT 59601 406-453-1301
Montana-Dakota Utilities JATC	2603 2nd Ave. N.	Billings, MT 59101 701-222-7671
Montana Dept. of Labor & Industry	P.O. Box 1728	Helena, MT 59624 406-444-4500
Montana Electrical JATC	P.O. Box 4177	Helena, MT 59604 406-449-7173
Montana Ironworkers JATC	456 Arthur Ave.	Pocatello, ID 83201 208-705-1703
Montana State Sheet Metal Workers JATC	P.O. Box 4048	Butte, MT 59702 406-533-0112
Mountain States Line Constructors JATC	7001 S. 900 E. Ste. 240	Midvale, UT 84047 801-942-7472
Northwestern Energy	40 E. Broadway	Butte, MT 59701 406-497-2587
Operating Engineers JATC	Canyon Ferry Rd.	East Helena, MT 59604 406-227-5600
Pacific Northwest Ironworkers JATC	16610 E. Euclid	Spokane, WA 99216 509-922-3577
Plumbers and Pipefitters #41 JATC	P.O. Box 3172	Butte, MT 59702 406-494-3051
PPL Montana LLC - Colstrip JATC	P.O. Box 38	Colstrip, MT 59232 406-748-5055
PPL Montana LLC - Corette	P.O. Box 30495	Billings, MT 59107-0495 406-869-5100
PPL Montana LLC - Hydro Division	45 Basin Creek Rd.	Butte, MT 59701 406-533-3415
Qwest JATC	P.O. Box 407	West Yellowstone, MT 59758 406-646-7554
Sheet Metal Workers Local #103	5250 N. Montana Ave.	Helena, MT 59602 406-453-3364
Smurfit Stone Container JATC	P.O. Box 4707	Missoula, MT 59806-4707 406-626-4451
U.S. Department of Labor	301 S. Park, Drawer 10055	Helena, MT 59626 406-449-5261
West Central Montana Painters Industry JATC	P.O. Box 666	Great Falls, MT 59403 406-452-0889
Western States Boilermakers #11 JATC	P.O. Box 1300	Benson, AZ 85602-1300

Higher Education is expensive. While it may pay off in the long run, you'll have to pay up front. Some people have college funds set aside by their parents, but most of us will need some help paying for school. Luckily for the rest of us, there are many types of financial aid available.

What is Financial Aid?

Simply stated, financial aid is money to help you pay for college. It comes from federal and state governments, banks, the schools themselves, and private donors. Some types of financial aid must be paid back, others do not. Like applying for admission to a school, there are strict deadlines in applying for financial aid, so make sure to find out about these deadlines well in advance.

Who Can Get Financial Aid?

The amount and kind of financial aid you get is based on your financial need, your academic record, and on the kinds of aid available at the school you attend. Each source of financial aid has its unique requirements, so you'll have to do some research to find out what types you are eligible for. Don't assume you won't be eligible. Not all financial aid sources are based on financial need, and most consider a combination of factors.

What are the Different Kinds of Financial Aid?

Grants

Grants are money given to you, based on financial need, that you do not repay.

The Pell Grant is a federal award to help undergraduate students pay for education beyond high school.

The Supplemental Educational Opportunity Grant (SEOG) is for undergraduate students with exceptional financial need.

Montana Higher Education Grant (MHEG) awards are based on financial need.

MTAP-Baker Grants are based on financial need and student earnings. Students must have \$2,600 in earnings to be eligible.

Student Loans

Loans are money that you borrow and repay when you complete or leave school.

The Perkins Loan is a low-interest loan for undergraduate and graduate students with exceptional financial need.

The Stafford Loan is a low-interest loan for undergraduate and graduate students attending school at least half-time.

Parent Loans for Undergraduate Students

(PLUS) loans are made to parents of dependent undergraduate students enrolled at least half-time in an eligible school.

Other loans available

Institutional loans, deferred fee installment programs and short-term loan programs, Bureau of Indian Affairs and tribal loans, health profession loans, The Health Education Assistance Loan, The Health Professions Student Loan, and the Nursing Student Loan Program.

Scholarships

Scholarships are awarded by a variety of organizations and individuals, and do not need to be repaid. Scholarships may be awarded based on a number of different criteria, including academic performance, financial need, athletic or artistic ability, ethnicity, and field of study.

Work-Study Programs

Most colleges offer work-study programs, which provide part-time (20 hours or less per week) jobs for students with exceptional financial need. Jobs are usually on campus and are sometimes related to career goals or fields of study.

Military-Related Financial Aid

The U.S. Military offers four main Tuition Support Programs: Tuition Assistance, the Montgomery G.I. Bill, College Fund Programs, and Loan Repayment Programs. R.O.T.C. scholarships are also available. Go to www.todayismilitary.com to find out more.

Financial Aid Tips

- Soon after January 1st (if you're entering school in the fall) submit your Free Application for Federal Student Aid (FAFSA) by mail or on-line at www.fafsa.ed.gov.
- Each January, if you are planning to be in school next year, apply for financial aid again. Remember, you must reapply each year.
- Register with the Selective Service. It is required by law, and failure to register may prevent you from receiving federal financial aid.
- Drug charges may make you ineligible for federal financial aid.
- Find out about financial aid deadlines well in advance. Failure to meet a deadline may prevent you from entering school on time.
- If you are under 23, you will need to provide information about your parents' finances on most financial aid applications. Sit down with your parents and compile this information so you can use it on applications.
- Keep copies of all your admissions and financial aid documents
- Contact the financial aid offices of prospective schools and request information on grants and scholarships available through the school.
- If you take out multiple student loans, you may find it easier to pay them off if you consolidate them into one monthly payment. For more information, visit www.loanconsolidation.ed.gov, or the Student Assistance Foundation's website at www.safmt.org.

Tax Credits

Tax benefits can also help to lower the cost of your continuing education. Income restrictions may apply.

Hope Tax Credit

Provides a maximum tax credit of \$1,500 per eligible student per year to help cover the first two years of qualified expenses.

Lifetime Learning Tax Credit

Provides a maximum benefit of \$2,000 per family for all undergraduates and graduate study for qualified expenses.

Student Loan Interest Deduction

Allows you to deduct up to \$2,500 in student loan interest on your taxes. Includes loans used for higher education expenses at eligible institutions, including graduate schools.

Student Assistance Foundation (SAF)

The Student Assistance Foundation (SAF) provides students and their families with information and resources to help them finance their college (and other post-secondary) education. The SAF website, located at www.safmt.org, is quite possibly the most comprehensive source of financial aid information for Montana. Highlights of the site include:

- Student Loan Consolidation resource pages
- Free E-Book: "The Basics of Funding Your Education"
- Step-by step instructions on completing financial aid applications
- Links to Montana Schools' financial aid
- Grant Information
- Links to scholarship searches
- Financial Aid Calendar to help you meet deadlines

In-Demand Job Skills

The days when a career was a lifetime commitment are long over. The U.S. Department of Labor estimates that Americans will have an average of 3.5 different careers in their lives, and work for ten employers, keeping each job for 3.5 years. This refers not to specific jobs, but entire career paths. When entering an entirely new field, in which one has little to no experience, the skills acquired through unrelated jobs and life experiences can be a major selling point on a resume. But which skills are Montana employers looking for in applicants?

The Basics:

Unsurprisingly, basic skills top the list, since they are required for most jobs. **Reading Comprehension, Active Listening, Speaking, Critical Thinking, and Writing** occupy the top 5 spots. A person will acquire some skill in the basics from high school and work experience. Postsecondary education will give an applicant a competitive edge, regardless of major. College experience also shows a willingness to learn, fulfilling skill #6: **Active Learning**.

#1 Reading Comprehension

Understanding written sentences and paragraphs in work related documents.

#2 Active Listening

Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

#3 Speaking

Talking to others to convey information effectively.



#4 Critical Thinking

Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

#5 Writing

Communicating effectively in writing as appropriate for the needs of the audience.



#6 Active Learning

Understanding the implications of new information for both current and future problem-solving and decision-making.

#7 Judgment & Decision Making

Considering the relative costs and benefits of potential actions to choose the most appropriate one.

#8 Mathematics

Using mathematics to solve problems.

#9 Science

Using scientific rules and methods to solve problems.

Skills

Mathematics and **Science** also rank high on the list. Many high-wage occupations require a degree in math or science. For instance, Accountants and Auditors, Financial Examiners, Chemists, Microbiologists, and Wildlife Biologists all require varying levels of postsecondary education in math and science.

#10 Complex Problem Solving

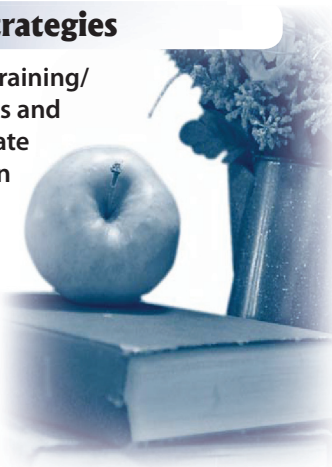
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

#11 Learning Strategies

Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

#12 Instructing

Teaching others how to do something.



Learning Strategies and **Instructing** skills can also be acquired in college, especially in Masters and Doctoral programs which give the opportunity for graduate students to teach lower level courses. Even if one is pursuing a career other than teaching, experience in a teaching assistantship proves valuable on a resume, since many professional positions require employees to train other employees, or to instruct the public. Some Dietitians and Nutritionists, for example, travel to schools, workplaces, and other institutions, giving presentations on how to eat smart and stay healthy. Most employers encourage lifetime learning, which may include personal research. Lawyers need to be highly skilled in **Learning Strategies**, since much of their work requires research, and they must keep current with the latest laws and legal precedents.

Monitoring is a skill useful for people in management and analysis occupations such as Management Analysts, Medical and Health Services Managers, Natural Science Managers, Network Systems and Data Communications Analysts, and Market Research Analysts. However, the ability to assess the performance of oneself and others has applications in a wide variety of jobs. Educational, Vocational, and School Counselors, Postsecondary English and Literature Teachers, and Compliance Officers all benefit from this skill.

Operations Analysis is the only technical skill to make the top fifteen. High importance is placed on this skill in occupations ranging from Computer Software Engineers and Network Systems Analysts to Natural Science Managers and Foresters. Operations Analysis made the list because it is required not only in high technology occupations, but in many other management and science fields. Occupations in technology tend to require high levels of other technical skills that did not make the list, such as **Programming** and **Technology Design**.

#13 Monitoring

Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

#14 Operations Analysis

Analyzing needs and product requirements to create a design.

#15 Coordination

Adjusting actions in relation to others' actions.

Who knows what new career paths the future will bring? The best source of job security in the new economy is the individual development of skills. Identifying the skills valued most by employers will help individuals to invest their training time wisely, and allow colleges and vo-techs to develop curriculums which will best benefit students seeking employment and businesses that need a labor force trained in the most applicable skills.

The Job Search

When most people think about looking for a job, they think of newspaper want ads. The truth is that 80 to 90% of all job openings are never advertised.¹

You might ask, "Then how do people ever find jobs?" The answer is **Networking**. In today's job market, it really is all about who you know. If this doesn't seem fair, remember that there is nothing stopping you from getting out there and meeting people in your field. In fact, that is your best bet when it comes to job hunting.

Making Connections

If you feel you're not especially "well-connected," consider that everyone you know, from family to friends to teachers, are "connections." Start your job search by telling everyone you know that you are looking for a job. They have connections of their own, and you never know who might have heard about a job opening.

But don't stop with people you already know. Find out which companies hire workers in your chosen profession and introduce yourself to the human resources director, or whoever makes hiring decisions. Let them know you are interested in their company, tell them what type of job you are looking for, and ask whether any positions are available, or will be available soon. Even if they don't have any openings, offer them a copy of your resume, and ask for a business card. You've just made a connection! The next time a position opens up, they just might remember you, especially if you check back with them from time to time and let them know you are still interested.

Also consider joining a social or professional organization. Chances are, someone in your local rotary organization, church, or soccer club works for a company that is hiring. Remember, the more people you know, the more likely that someone will give you the lead that lands you a job.

¹From the North Dakota Career Resource Network's "Career Outlook 2005-2006" www.NDCRN.com.

As important as it is to make professional connections, don't rule out job postings altogether. There are many different ways to look for jobs, and the more methods you try, the more likely you are to succeed.

Internet Job Search Engines

The Internet offers an ideal way to bring employers and employees together because information can be shared so quickly and easily. There are thousands of web sites on the Internet where you can post your resume or look for openings. Two of your best sources are Montana JobLINC at www.mtjoblinc.com or Job Central at www.jobcentral.com/states.asp.

Job Service Workforce Centers

Some of the most valuable resources for Montana job seekers are the Job Service Workforce Centers located throughout the state. Not only can they help you find job openings, Job Service staff can help you identify your skills, write resumes and cover letters, prepare for interviews, provide clerical and aptitude testing, and offer career counseling for those not sure of their future employment plans. They also have computers and software to aid your search, as well as printers, telephones, fax machines, and a library of books and career videos.

If you utilize your local Job Service Workforce Center, remember to BE PREPARED. You can expect to fill out a job application or register on the web, so you'll need to bring the following information:

- **Your current address and phone number**
- **Your Social Security Number**
- **Names, addresses, and phone numbers of previous employers**
- **Dates of previous employment**
- **Names, addresses and phone numbers of three personal references**
- **Other relevant information, such as your driver's license number, union cards, copies of transcripts, or military discharge papers**

Job Service Workforce Center Locations

You will also be interviewed by a Job Service consultant to determine your qualifications. There's a chance you'll be sent to a job interview directly from the Job Service Workforce Center, so dress appropriately.

Montana's Job Service Workforce Centers can be found in the following locations:

Anaconda

307 East Park
Anaconda, MT 59711
Phone: 406-563-3444
Fax: 406-563-7827
Job Hot-Line: 406-563-7826
E-mail: anacondajs@mt.gov

Billings

2121-B Rosebud Drive
Billings, MT 59102
Phone: 406-652-3080
Fax: 406-652-0444
Job Hot-Line: 406-655-0942
E-mail: billingsjsc@mt.gov

Bozeman

121 North Willson
Bozeman, MT 59715
Phone: 406-582-9200
Fax: 406-582-9210
Job Hot-Line: 406-582-9205
E-mail: bozemanjsc@mt.gov

Butte

2201 White Blvd.
Butte, MT 59702
Phone: 406-494-0300
Fax: 406-494-5481
Job Hot-line: 406-494-0338
E-mail: buttejsc@mt.gov

Cut Bank

501 East Main
Cut Bank, MT 59427
Phone: 406-873-2191
Fax: 406-873-5393
Job Hot-Line: 406-873-4407
E-mail: cutbankjsc@mt.gov

Dillon

730 North Montana
Box 1300
Dillon, MT 59725
Phone: 406-683-4259
Fax: 406-683-2903
Job Hot-Line: 406-683-4737
E-mail: dillonjsc@mt.gov

Glasgow

74 4th Street North
Glasgow, MT 59230
Phone: 406-228-9369
Fax: 406-228-8793
Job Hot-Line: 406-228-9523
E-mail: glasgowjsc@mt.gov

Glendive

211 South Kendrick
Glendive, MT 59330
Phone: 406-377-3314
Fax: 406-377-5831
Job Hot-Line: 406-377-5823
E-mail: glendivejsc@mt.gov

Great Falls

1018 7th Street S.
Great Falls, MT 59405
Phone: 406-791-5800
Fax: 406-791-5889
Job Hot-Line: 406-453-5556
TDD: 406-791-5882
E-mail: greatfallsjsc@mt.gov

Hamilton

333 W. Main Street
Hamilton, MT 59840
Phone: 406-363-1822
Fax: 406-363-1823
Job Hot-Line: 406-363-2726
E-mail: hamiltonjsc@mt.gov

Havre

160 First Avenue
Havre, MT 59501
Phone: 406-265-5847
Fax: 406-265-1386
Job Hot-Line: 406-265-1587
E-mail: havrejsc@mt.gov

Helena

715 Front Street
Helena, MT 59601
Phone: 406-447-3200
Fax: 406-447-3224
Job Hot-Line: 406-447-3222
E-mail: helenajsc@mt.gov

Kalispell

427 First Avenue E.
P.O. Box 1879
Kalispell, MT 59903
Phone: 406-758-6200
Fax: 406-758-6290
Job Hot-Line: 406-758-6297
TDD: 406-758-6224
E-mail: kalispelljsc@mt.gov

Lewistown

300 First Avenue North
Lewistown, MT 59457
Phone: 406-538-8701
Fax: 406-538-7249
Job Hot-Line: 406-538-5263
E-mail: lewistownjsc@mt.gov

Libby

417 Mineral, Suite 4
Libby, MT 59923
Phone: 406-293-6282
Fax: 406-293-5134
Job Hot-Line: 406-293-6282
Press option 1
E-mail: libbyjsc@mt.gov

Livingston

220 E. Park
Box 1199
Livingston, MT 59047
Phone: 406-222-0520
Fax: 406-222-1593
Job Hot-Line: 406-222-0533
E-mail: livingstonjsc@mt.gov

Miles City

12 North 10th Street
Box 1786
Miles City, MT 59301
Phone: 406-232-8340
Fax: 406-232-6270
Job Hot-Line: 406-232-6350
E-mail: miles-cityjsc@mt.gov

Missoula

539 S. Third Street W
P.O. Box 5027
Missoula, MT 59806
Phone: 406-728-7060
Fax: 406-721-7094
E-mail: missoulajsc@mt.gov

Polson

417-B Main
P.O. Box 970
Polson, MT 59860
Phone: 406-883-7880
Fax: 406-883-4564
Job Hot-Line: 406-883-3311
E-mail: polsonjsc@mt.gov

Shelby

1125 Oilfield Ave.
Shelby, MT 59474
Phone: 406-434-5161
Fax: 406-434-2351
Job Hot-Line: 406-434-5045
E-mail: shelbyjsc@mt.gov

Sidney

211 North Central
Sidney, MT 59270
Phone: 406-433-1204
Fax: 406-433-7453
Job Hot-Line: 406-433-6665
E-mail: sidneyjsc@mt.gov

Thompson Falls

2504 Tradewinds Way
P.O. Box 669
Thompson Falls, MT 59873
Phone: 406-827-3472
Fax: 406-827-3327
Job Hot-Line: 406-827-4562
E-mail: ThompsonFallsJSC@mt.gov

Wolf Point

201 Main Street
Wolf Point, MT 59201
Phone: 406-653-1720
Fax: 406-653-1196
Job Hot-Line: 406-653-1194
E-mail: wolfpointjsc@mt.gov

For links to the individual Job Service Workforce Centers' websites, go to <http://wsd.dli.mt.gov/service/officelist.asp>

In most aspects of life, modesty is an important quality to possess. But it has no place in your job search. Chances are, your dream job will have many qualified applicants. If you want to convince the prospective employer that you are the best fit for the position, you must learn to market yourself. Don't downplay your accomplishments. Advertise them.

But what if your work history is less than spectacular. Perhaps you have no prior work experience, or you're been raising a family and haven't been employed in ten years? This is when marketing yourself becomes crucial. You can make up for your lack of work experience by focussing on your skills.

More and more employers consider the "soft skills" the most important ones to look for in a prospective employee. "Soft skills" are personal qualities, habits, and attitudes that are not necessarily acquired from work experience, but ones that make you a good employee. Some of the most important ones include reliability, flexibility, problem-solving, and communication skills.

One of the first things you should do to prepare for your job search is to identify your skills. Start by listing the following:

- Any previous employment
- Volunteer work
- Education
- Hobbies
- Day-to-day tasks
- Other experience involving skills

Now think about the tasks and duties involved in each of the items on your list. What skills did you learn and utilize for each activity? If you're having trouble recognizing your skills, the Montana Career Information System (MCIS) is a great resource. MCIS's Micro-SKILLS program¹ takes you through the entire process of evaluating your skills.

Once you know what skills you have, you can begin matching them to specific jobs. Once again, MCIS can help. It allows you to select a specific occupation and find out which skills are the most important in that job. Knowing what skills an employer is looking for, and being able to match them up with your experience allows you to customize your resume to suit each position for which you apply. The following scenarios will demonstrate how this is done.

Situation #1

You are a high school student applying for a job in a retail store. You have no prior work experience because you have been so actively involved in extra-curricular activities, such as student government, forensics, and volunteer work at the local animal shelter. You may think you have nothing to market, but think again (see box below).

For every check mark, you have another skill you can advertise in your cover letter and resume, as well as in the job interview. Marketing yourself in this way will give you the advantage over equally-experienced candidates who did not make the same effort.

Student Government

- Teamwork ✓
- Working with the public ✓
- Listening ✓
- Speaking ✓
- Information gathering
- Evaluating
- Synthesizing
- Planning
- Analyzing
- Negotiating ✓
- Leading
- Decision Making
- Managing Resources ✓

Forensics

- Speaking ✓
- Listening ✓
- Verifying information ✓
- Competitiveness ✓
- Independent work
- Information gathering
- Persuading
- Using knowledge ✓

Animal Shelter

- Dependability ✓
- Teamwork ✓
- Working with the public ✓
- Assisting/caring ✓

¹The Micro-SKILLS assessment can be accessed through MCIS at www.safmt.org.

Marketing Yourself

Situation #2

You spent many years raising a family and now you need to get back into the workforce. You haven't worked for an employer in ten years so giving work-related references to a prospective employer is hard to do. But remember, raising a family takes a multitude of skills that often are underappreciated. If you were to apply for a job as a bank teller, what skills would be transferable?

The figure below shows the top 35 skills for bank tellers. Notice how many match the skills that the individual in situation #2 demonstrates that she possesses (see box to the right).

If you take the time to do this type of self-exploration, not only will you uncover skills you didn't know you had, you will gain confidence in your ability to market yourself to an employer. Once you develop this skill you will use it over and over again throughout your working life.

Household Finances

- Record keeping ✓
- Attention to detail ✓
- Categorizing ✓
- Verifying information ✓
- Using computers ✓
- Calculating ✓
- Estimating ✓
- Budgeting ✓
- Math reasoning ✓
- Evaluating ✓
- Analyzing ✓
- Using knowledge ✓
- Planning
- Decision making
- Managing resources



Raising Children

- Dependability ✓
- Flexibility ✓
- Assisting/Caring
- Stamina ✓
- Rapid Response ✓
- Stress Tolerance ✓
- Listening ✓
- Advising
- Safety of others
- Directing/leading ✓
- Impact of responsibility

Bank Teller Top 35 Skills

Skills to Select			5 Very Satisfying Skills	20 Somewhat Satisfying Skills
	25.Creativity 26.Aesthetic Judgment	49.Science Reasoning	Very	Somewhat
06.Competitiveness	28.Hazards Tolerance 29.Discomfort Tolerance		10.Working with the Public 31.Following Procedures 33.Record Keeping 34.Attention to Detail 42.Using Computers	01.Dependability 02.Flexibility 03.Persistence 04.Integrity 05.Efficiency 07.Social Perception 08.Independent Work 09.Team Work 27.Stress Tolerance 30.Repetition Tolerance 48.Math Reasoning 50.Reading 51.Writing 54.Concentrating 55.Information Gathering 56.Evaluating 59.Analyzing 61.Active Learning 66.Confronting 72.Impact of Responsibility
11.Assisting/Caring 12.Performing 13.Instructing	36.Installing 37Inspecting 38.Repairing 39.Troubleshooting 40.Controlling Machines 41.Operating Vehicles	58.Synthesizing 60.Planning	10 Moderately Satisfying Skills Moderately	
16.Motor Coordination 17.Stamina 18.Strength 19.Rapid Response 20.Sound Discrimination 21.Shape Discrimination 22.Color Vision 23.Depth Perception 24.Visualizing	43.Programming 44.Technology Design 46.Estimating 47.Budgeting	63.Safety of Others 64.Persuading 65.Negotiating 67.Initiating 68.Coordinating 69.Directing/Leading 71.Managing Resources	14.Finger Dexterity 15.Manual Dexterity 32.Categorizing 35.Verifying Information 45.Calculating 52.Speaking 53.Listening 57.Advising 62.Using Knowledge 70.Decision Making	

Screen shot from MCIS's Micro-SKILLS assessment

What is a Cover Letter?

A cover letter is a letter of introduction and expression of interest that you send to a prospective employer, along with your resume. Cover letters are, in some ways, more important than resumes. While resumes summarize your qualifications, cover letters should sell you to the employer. You want the letter to convince the employer to take action on your resume and invite you for an interview.

- The cover letter should be addressed to a specific person. If you don't know the person's name and title, call and ask.
- The cover letter should briefly explain why you are interested in the company and what you can contribute to the team.
- A cover letter should not merely repeat the contents of the resume; it should highlight only the most important parts of your resume, and expand on them.
- The cover letter should be brief and to the point. It should not go over one page.
- Don't use jargon or be too technical.
- A cover letter has three sections: the introduction, middle, and ending. Normally each section is limited to one brief paragraph.
- The most important point to get across in the introduction (first paragraph) is your reason for writing. (See sample cover letter.)
- The middle (second paragraph) covers your main qualifications and accomplishments, and the reasons you are interested in the job.
- The ending (last paragraph) is a request for an interview. One option is to restate your interest in the job or that you will call next week to see about setting a time for an interview.
- It is always important to follow up your letter with a phone call to make sure they received your application packet and to see where they are in the hiring process.

March 29, 2007

Mr. Kenneth D. Wilson
Personnel Manager Kwick Litho Service, Inc.
1405 Bridge Street
Missoula, MT 59851

Dear Mr. Wilson:

Yesterday, I talked with Mark Andersen, your representative at the Missoula job fair. From our conversation, I became very interested in applying for the offset press operator position. Kwick Litho Service, Inc. is a leader in the full-service printing operation and I am eager to offer my skills in graphic design and production.

Currently, I am enrolled in graphic production classes at The University of Montana. My course work has included a full range of printing tasks including design, three-color offset and web press operation, and the use of pre-sensitized and direct-image plates. After completing these courses next month, I would like the opportunity to put my training into practice in a position such as the one that you have advertised.

Would it be possible to schedule a time when I might visit you? I would like to talk with you about my qualifications and my interest in working for Kwick Litho Service.

Sincerely yours,

(skip four spaces for your signature)

Daniel Heidelberg
304 Newbury Street
Missoula, MT 58512
Phone: 406.555.6789

Example letter created by intoCareers of the University of Oregon.

Resumes

A resume is a summary of your work experience and skills that employers look at to decide whether or not to grant you an interview. It is not a list of all the jobs you have ever held, but a statement of qualifications tailored to suit the specific job for which you are applying.

Types of Resumes

Chronological Resume

The chronological resume lists work experience in reverse chronological order, listing your most recent experience first. This is the most popular type of resume, and employers are most familiar with this style. This style is good to use when you have a steady work history and your work experience is relevant to the job you are seeking.

Functional Resume

Functional resumes summarize and stress skills and abilities, rather than your work history. This type of resume is good if you have little work experience, do not have a steady work history, or want to change careers.

Resume Writing Tips

- State a specific career objective.
- List your achievements. They are more impressive than vague qualities like "good work ethic."
- Keep it brief and to the point. One page of well-organized career highlights looks better than three pages of unnecessary details.
- Appearance is important. Make sure your resume looks good by not crowding the page with long paragraphs. Print it on high-quality resume paper, and proofread it several times to make sure it is perfect.
- Try not to use the expressions "responsible for" or "duties included." Instead use action verbs such as "assisted customers," and "repaired engines."
- Be honest and don't exaggerate your qualifications. Employers check your references, and you can lose your job if you are hired based on false statements.

Sample-Chronological-Resume

GAIL BELL CAMP
212 Maple Lane
Helena, MT 59624
(406) 555-2377 (home)
(406) 555-2389 (message)

OBJECTIVE

Full-time work as an Assistant Accountant.

EXPERIENCE

Accounting Clerk, Helena College of Technology. February 1998 to present

- Maintained accounts payable and receivable, general ledger, and payroll for an operations budget of \$700,000.
- Implemented new ledger process and management procedures that saved employee and management time.

Machine Forming Operator. ABC Company, May 1990 to October 1998.

- Read complex blueprint specifications to assemble, install, and align dies in press.
- Inspected work for conformance to specifications and made necessary adjustments
- Received Zero Percent Error Award, 1996, 1997.

Machine Tool Cutting Operator. ABC Company, March 1986 to May 1990.

- Planned work process and sequence of operations using blueprints and layouts.
- Set up and operated automated cutting machines.
- Performed routine maintenance, decreasing breakdowns by 40%.

EDUCATION

Associate of Applied Science, Accounting Technology. July 1989 to December 1989. Montana State University, Billings, MT.

COMPUTER SKILLS

Lotus 1-2-3, Microsoft Excel.

REFERENCES

Available upon request.

Sample-Functional-or-Skills-Resume

JAN MOSSIER
1140 Franklin Boulevard
Gardiner, Montana 59030
Home Phone: (406) 555-3773
Message Phone: (406) 555-2224

OBJECTIVE

To gain a technician assistant position in computer manufacturing.

SUMMARY OF SKILLS

- Able to solve and repair electronic equipment.
- Contribute to teams and create good work relationships.
- Energetic, hardworking, willing to learn.
- Basic understanding of IBM.

EXPERIENCE

ELECTRICAL SKILLS

- Built a TV scrambler from a circuit board in electronics class.
- Rewired lamps, repaired plumbing and appliances in home maintenance projects.
- Operated power tools (saws, drills, sanders) to cut and help frame buildings.

BUSINESS SKILLS

- Tracked and priced inventory with team to improve product availability to customers in a grocery store.
- Greeted customers and helped them to find hard-to-locate items. Cashiered and calculated cash flow at the end of each shift.

COMPUTER SKILLS

- Set up and entered personal budget on Excel, using IBM computer.

EMPLOYMENT HISTORY

Stock Clerk/Cashier. Sunny's Market
Construction Helper. The Builder's Group

1999-Present
Summers 1996-1998

EDUCATION

Gardiner High School, Gardiner MT
Related courses: drafting, basic electronics, management

1999

Example resumes created by intoCareers of the University of Oregon.

The interview is your opportunity to personally convince the employer you are the best person for the job. They have already read your resume, now they want to see how you conduct yourself in person. The most important thing to do in the interview is to project a positive attitude. According to employers, promising employees are those who are enthusiastic, friendly, motivated, and willing to accept tasks pleasantly. Show your interviewer that you are this kind of employee.

Interview Tips

- Try to find out as much as possible about the company before the interview. Visit the company's website and look for a mission statement and company history.
- First impressions are important. People often make up their minds whether or not they will hire a person in a very short period of time, so dress nicely, sit up straight, and make good eye contact.
- Pay attention to your appearance. Your hair should be neat, your fingernails trimmed and clean, and it is always a good idea to use a breath freshener.
- Take a copy of your resume, a notebook, and a pen with you.
- Plan to arrive 10-15 minutes early. Allow time for traffic or getting lost. Even if your excuse for being late is legitimate, your interviewer may see you as someone who makes excuses.
- If something does go wrong, call and let the interviewer know that you will be late.
- Be courteous to everyone you meet. Good manners show respect for yourself and others.
- Wait for an invitation to be seated.
- Be confident and enthusiastic. Let them know that you really want the job.
- If you are nervous, take a deep breath, and remember the worst that can happen is you won't get this job.

Interview Questions

Try to anticipate the types of questions the interviewer might ask you and rehearse your answers. If you don't understand a question, ask the interviewer to clarify. If you don't know an answer, be honest and just say so. Also think about questions you might like to ask the interviewer, as it shows a genuine interest in the company and the position you are seeking.

Typical interview questions may be something like:

"What are your strengths/weaknesses?"

"What are your long range career goals?"

"Why are you interested in working for this company?"

After each interview, think about what you did right and wrong so you can improve in the future. The more you interview, the more comfortable you will be with your next interview. Send the interviewer a short thank you note immediately after the interview.

What's Keeping You From Your Career?

Finding a job is not easy, and many of us face additional obstacles to being hired. Whether your obstacle is a disability, your age, or your situation in life, resources exist to help you find employment. The table below lists some of those resources.

Group	Description	Where can I go?
Adults Facing Barriers to Employment	Adults (22 years and older) who face barriers to employment and who are seeking assistance under the Workforce Investment Act.	Statewide Workforce Programs Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov www.wsd.dli.mt.gov
Blind Persons and Individuals with Physical or Mental Disabilities	Persons with any physical or mental disability that makes it difficult to find or keep a job.	Disability Services Division 111 Sanders Suite 307 PO Box 4210 Helena, MT 59604-4210 1-877-296-1197 (Toll free) dphhs.mt.gov/dsd
Dislocated Workers	Individuals who have been terminated or laid off generally due to plant closures or downsizing.	WIA Dislocated Worker Program Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov http://wsd.dli.mt.gov/wia/wiadislocatedworker.asp
Injured Workers	Workers who have been injured on the job	Employment Relations Division Department of Labor and Industry P.O. Box 8011 Helena, MT 59604-8011 Ph: (406) 444-7751 or 444-3089
Older Workers	Individuals 55 years or older who are economically disadvantaged.	Montana Senior & Long Term Care 1-800-332-2272 dphhs.mt.gov/sltc/financial
Veterans	Veterans who have served 180+ consecutive days on active duty, were released due to a related illness or injury, or have been in the National Guard or Reserves and were called to active duty during a war.	Contact your local Job Service Workforce Center (see page 58 for locations). wsd.dli.mt.gov
Displaced Homemakers	Individuals who have been dependent upon someone else for support and who through death, disability of a spouse, or divorce no longer have such support.	State Displaced Homemaker Program Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov www.wsd.dli.mt.gov
Youth	In school youth ages 14 to 21, and out-of-school youth ages 16 to 21.	WIA Youth Program Ph: (406) 444-4571 Fax: (406) 444-3037 E-mail: wia@mt.gov www.wsd.dli.mt.gov

If there's one message to take away from this guide, it's that getting the kind of career you want takes planning. Whether you already know what you want to do, or have no idea what kinds of jobs are out there, our Occupations Guide will help you make informed career decisions.



Here's how it works:

The Occupations Guide lists Montana jobs with significant employment levels (200 jobs or more) and breaks them into the six major and sixteen minor "career clusters," or groupings of interrelated occupations.

The introduction to each cluster explains what kind of jobs and activities are included, and what the employment outlook is for that cluster.

Each introduction is followed by a table that breaks down the occupations by the levels of education they require.

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Truck drivers, heavy and tractor-trailer	RC	Drive a tractor-trailer or truck to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. Requires commercial driver's license.	<p>High-end: \$36,590 Median: \$30,450 Low-end: \$25,070</p>	 Projected Average Annual Openings: 359

Use the Interest Profile to match your interest code (see pages 5-7) to specific occupations.

Find out about the duties and activities of jobs you never even knew existed. Even if you think you know what you want to do, you may find an occupation even better suited to your interests and abilities

Can you have the kind of lifestyle you want working in your chosen profession? Use the wages chart to find out.

Is this occupation growing? How fast? The symbols in the outlook column provide a visual guide to the growth rate for each occupation (see Outlook Key below). This column also notes the projected number of job openings each year.

Outlook Key



Much Faster Growth than the State Average



Faster Growth than the State Average



Same Growth Rate as the State Average



Slower Growth than the State Average



Much Slower Growth than the State Average



Declining Occupation

Arts & Communications Cluster

Arts, A/V Technology, and Communications Occupations

Do you like to perform in front of an audience?
Are you interested in working
in the movies or television?
Do you like to work with technology?

Is artistic expression important to you?
Are you visually oriented?
Does computer animation interest you?
Are you involved in school or community theater?

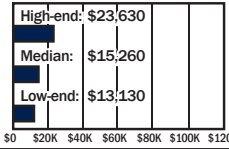


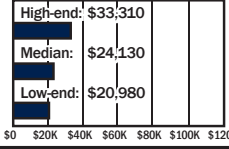

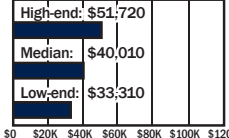

If you are interested in working in this cluster, you have two avenues. One is to be the performer or artist. The other is to work behind the scenes to make the performance or publication happen. As a reporter, actor, or fine artist, you would use your creative talents. To assure that a concert or magazine is successful, you would use computers and sound equipment. The occupations in this cluster allow you to use your creativity, talent, and technical skills.

National Employment Outlook

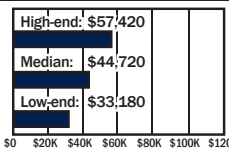


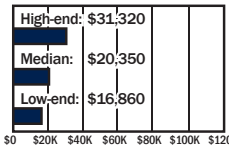

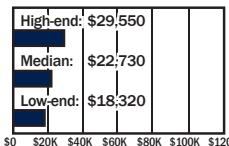

The job opportunities in broadcasting, journalism, and printing will be limited in the future. Most of the jobs will result when workers retire or go to other jobs. Increased use of technology means fewer workers will be needed. Many people are attracted to these occupations because of the glamour of the jobs. As a result, there are many applicants for broadcasting

jobs. Additionally, many stations are combined under one network and fewer workers are needed.

You may find more job opportunities in films. More movies and programs are needed for the cable and satellite television channels. Most of the jobs will be for those working behind the scenes.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's or Higher Degree, Plus Work Experience				
Music directors and composers	AES	Conduct, direct, plan, and lead instrumental or vocal performances by musical groups. Includes arrangers, composers, choral directors, and orchestrators.	 <p>High-end: \$23,630 Median: \$15,260 Low-end: \$13,130</p>	 Projected Average Annual Openings: 16
News Analysts, Reporters and Correspondents	AIE	Collect and analyze facts about newsworthy events by interview, investigation, or observation. Report and write stories for newspaper, news magazine, radio, or television.	Information Not Available	 Projected Average Annual Openings: 17
Bachelor's Degree				
Graphic designers	AE	Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.	 <p>High-end: \$33,310 Median: \$24,130 Low-end: \$20,980</p>	 Projected Average Annual Openings: 48
Public relations specialists	EAS	Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material and releasing it through various communications media.	 <p>High-end: \$51,720 Median: \$40,010 Low-end: \$33,310</p>	 Projected Average Annual Openings: 46

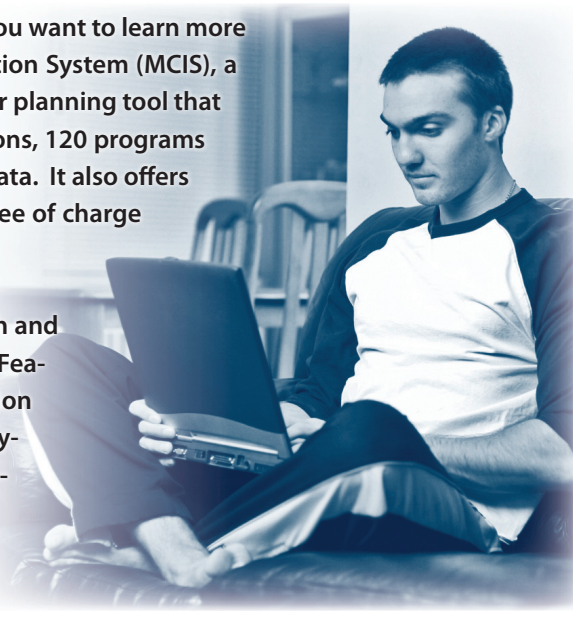
Arts, A/V Technology, and Communications Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree (cont.)				
Writers and authors	AI	Originate and prepare written material, such as scripts, stories, advertisements, and other material.		 Projected Average Annual Openings: 64
Long-Term On-The-Job Training				
Musicians and singers	AE	Play musical instruments or entertain by singing songs in recital, in accompaniment, or as a member of an orchestra, band, or other musical group. May entertain on-stage, radio, TV, film, video, or record in studios.	Information Not Available	 Projected Average Annual Openings: 32
Photographers	ARE	Photograph persons, subjects, merchandise, or other commercial products. May develop negatives and produce finished prints.		 Projected Average Annual Openings: 27
Moderate-Term On-The-Job Training				
Printing machine operators	RC	Set up or operate various types of printing machines, such as offset, letterset, intaglio, or gravure presses or screen printers to produce print on paper or other materials.		 Projected Average Annual Openings: 12

Can't find the occupation you're looking for?

Can't find a certain occupation in this guide? Or perhaps you want to learn more about one you did find? Try the Montana Career Information System (MCIS), a comprehensive guide to Montana occupations and a career planning tool that provides detailed information on more than 497 occupations, 120 programs of study, and Montana wages, employment, and outlook data. It also offers a scholarship and financial aid search. MCIS is available free of charge at www.safmt.org.

Also check out the "Career Resources" page at the Research and Analysis Bureau website at www.ourfactsyourfuture.org. Features like "Occupation Explorer" will help you find information on specific jobs, including current and projected employment levels, skills needed, tasks performed, training programs available, and more. Other resources let you download career publications, and even search America's Job Bank for job openings in your area.



Business, Management, & Information Systems Cluster

Finance Occupations

Are you the treasurer of a club or organization?
Do you enjoy working with numbers?
Do you balance your checkbook?

Are you interested in the stock market?
Do you like to operate calculators?
Are you good at following detailed work plans?

In the occupations in the Finance cluster, you would keep track of money. You might provide financial services to a business or individual. Your work could include maintaining records or giving advice to business executives on how to operate their business. You could work in financial planning, banking, or insurance.





National Employment Outlook

Job opportunities in banking and insurance are expected to increase slowly. Most job openings will be the result of employees leaving their jobs or retiring. As the use of technology increases, fewer workers will be needed to do administrative and support tasks. More people will be completing their insurance and banking transactions on the computer.

In addition, smaller banks are merging into larger banks and need fewer employees. Insurance

companies are using the Internet to sell their products and need fewer sales agents. Also, some insurance companies are reducing the number of employees because of budget problems.

Employment in financial planning and investment is expected to grow. More people are investing in the stock market. Also, people are more interested in investing in markets in foreign countries. As people get older, they are looking for assistance in planning for their retirement.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Accountants and auditors	CEI	Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data.	High-end: \$57,060 Median: \$44,600 Low-end: \$35,640	 Projected Average Annual Openings: 165
Insurance sales agents	ESC	Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.	High-end: \$54,830 Median: \$30,350 Low-end: \$25,270	 Projected Average Annual Openings: 138
Loan officers	ESC	Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status and methods of payment.	High-end: \$60,400 Median: \$41,220 Low-end: \$29,730	 Projected Average Annual Openings: 55
Personal financial advisors	SEC	Advise clients on financial plans utilizing knowledge of tax and investment strategies, securities, insurance, pension plans, and real estate.	High-end: \$88,120 Median: \$50,400 Low-end: \$35,510	 Projected Average Annual Openings: 40

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Securities, commodities, and financial services sales agents	ECS	Buy and sell securities in investment and trading firms, or call upon businesses and individuals to sell financial services. Provide financial services, such as loan, tax, and securities counseling.	<p>High-end: \$104,910 Median: \$44,790 Low-end: \$26,420</p>	 Projected Average Annual Openings: 27
Work Experience in a Related Occupation				
Cost estimators	CE	Prepare cost estimates for product manufacturing, construction projects, or services to aid management in bidding on or determining price of product or service.	<p>High-end: \$60,920 Median: \$46,610 Low-end: \$35,430</p>	 Projected Average Annual Openings: 20
Long-Term On-The-Job Training				
Claims adjusters, examiners, and investigators	EC	Review settled claims to determine that settlements have been made in accordance with company practices and procedures. Confer with legal counsel on claims requiring litigation.	<p>High-end: \$47,370 Median: \$37,060 Low-end: \$28,010</p>	 Projected Average Annual Openings: 13
Moderate-Term On-The-Job Training				
Billing and posting clerks and machine operators	C	Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.	<p>High-end: \$29,060 Median: \$23,010 Low-end: \$18,550</p>	 Projected Average Annual Openings: 35
Bookkeeping, accounting, and auditing clerks	CE	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records.	<p>High-end: \$32,170 Median: \$26,060 Low-end: \$20,750</p>	 Projected Average Annual Openings: 280
Insurance claims and policy processing clerks	CE	Process new insurance policies, modifications to existing policies, and claims forms. Obtain information from policyholders to verify the accuracy and completeness of information.	<p>High-end: \$29,030 Median: \$25,780 Low-end: \$21,890</p>	 Projected Average Annual Openings: 6
Payroll and timekeeping clerks	CE	Compile and post employee time and payroll data. May compute employees' time worked, production, and commission. May compute and post wages and deductions. May prepare paychecks.	<p>High-end: \$31,660 Median: \$26,760 Low-end: \$22,150</p>	 Projected Average Annual Openings: 20
Tax preparers	CE	Prepare tax returns for individuals or small businesses but do not have the background or responsibilities of an accredited or certified public accountant.	<p>High-end: \$34,450 Median: \$29,260 Low-end: \$23,980</p>	 Projected Average Annual Openings: 19
Title examiners, abstractors, and searchers	CE	Search real estate records, examine titles, or summarize pertinent legal or insurance details. May compile lists of mortgages, contracts, and other instruments pertaining to titles by searching public and private records.	<p>High-end: \$45,600 Median: \$34,540 Low-end: \$27,950</p>	 Projected Average Annual Openings: 8
Bill and account collectors	CE	Locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Initiate repossession proceedings or service disconnection. Keep records of collection and status of accounts.	<p>High-end: \$31,690 Median: \$26,350 Low-end: \$22,680</p>	 Projected Average Annual Openings: 46

Finance Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Short-Term On-The-Job Training				
Loan interviewers and clerks	CE	Interview loan applicants; investigate applicants' backgrounds and verify references; prepare loan request papers; and complete transactions between loan establishment, borrowers, and sellers.	<p>High-end: \$29,910 Median: \$25,670 Low-end: \$21,830</p>	 Projected Average Annual Openings: 21
Tellers	CE	Receive and pay out money. Keep records of money and negotiable instruments involved in a financial institution's various transactions.	<p>High-end: \$23,240 Median: \$20,870 Low-end: \$18,370</p>	 Projected Average Annual Openings: 153

Hospitality and Tourism Occupations

Can you talk easily with all kinds of people?
Do you participate in athletic activities?
Do you enjoy travel?

Have you worked in a restaurant?
Do you like to cook?
Do you like to plan family recreational activities?

In the Hospitality and Tourism cluster, you could work in a restaurant, hotel, sports arena, or travel agency. You might manage operations of a college cafeteria. Or you might guide high school students on a trip to Spain. Or you might rent equipment at a recreation center.











National Employment Outlook

There will be employment opportunities in hospitality and tourism in the future. Participation in amusement and recreation activities will increase for a number of reasons. First, incomes are increasing and more people are spending more money in this area. Many










people have more leisure time. Also, more people are aware of the benefits of physical fitness. Businesses in hospitality and tourism are targeting the elderly, the fastest growing part of the population.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Recreation workers	RAC	Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize and promote activities, such as arts and crafts, sports, games, music, dramatics, camping, and hobbies.	<p>High-end: \$26,330 Median: \$18,800 Low-end: \$15,720</p>	 Projected Average Annual Openings: 48
Work Experience in a Related Occupation				
Chefs and head cooks	ER	Direct the preparation, seasoning, and cooking of salads, soups, fish, meats, vegetables, desserts, or other foods. May plan and price menu items, order supplies, and keep records and accounts. May participate in cooking.	<p>High-end: \$37,240 Median: \$28,600 Low-end: \$23,530</p>	 Projected Average Annual Openings: 38
First-line supervisors/managers of food preparation and serving workers	ERC	Supervise workers engaged in preparing and serving food.	<p>High-end: \$30,580 Median: \$24,620 Low-end: \$19,920</p>	 Projected Average Annual Openings: 119










Hospitality and Tourism Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Work Experience in a Related Occupation				
First-line supervisors/managers of housekeeping and janitorial workers	ERC	Supervise work activities of cleaning personnel in hotels, hospitals, offices, and other establishments.	High-end: \$37,150 Median: \$29,350 Low-end: \$23,200	 Projected Average Annual Openings: 19
First-line supervisors of landscaping, lawn service, and groundskeeping workers	ERC	Plan, organize, direct, or coordinate activities of landscaping or groundskeeping workers, such as planting and maintaining trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, etc.	High-end: \$43,280 Median: \$30,540 Low-end: \$26,070	 Projected Average Annual Openings: 40
Food service managers	ECS	Plan, direct, or coordinate activities of an organization or department that serves food and beverages.	High-end: \$35,960 Median: \$30,780 Low-end: \$26,450	 Projected Average Annual Openings: 33
Postsecondary Vocational Training				
Gaming Supervisors	EC	Supervise gaming operations and personnel in an assigned area. Circulate among tables and observe operations. Ensure that stations and games are covered for each shift.	High-end: \$24,090 Median: \$21,940 Low-end: \$19,850	 Projected Average Annual Openings: 21
Lodging managers	ECS	Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations.	High-end: \$39,980 Median: \$31,230 Low-end: \$23,260	 Projected Average Annual Openings: 85
Long-Term On-The-Job Training				
Cooks, restaurant	REA	Prepare, season, and cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records and accounts, price items on menu, or plan menu.	High-end: \$21,050 Median: \$18,070 Low-end: \$15,070	 Projected Average Annual Openings: 180
Moderate-Term On-The-Job Training				
Coin, vending, and amusement machine servicers and repairers	R	Install, service, adjust, or repair coin, vending, or amusement machines including video games, juke boxes, pinball machines, or slot machines.	High-end: \$30,280 Median: \$26,680 Low-end: \$22,600	 Projected Average Annual Openings: 36
Cooks, institution and cafeteria	RCS	Prepare and cook large quantities of food for institutions, such as schools, hospitals, or cafeterias.	High-end: \$21,310 Median: \$17,900 Low-end: \$16,020	 Projected Average Annual Openings: 78
Laundry and dry-cleaning workers	R	Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, and carpets.	High-end: \$20,010 Median: \$17,410 Low-end: \$15,110	 Projected Average Annual Openings: 32
Tour guides and escorts	SE	Escort individuals or groups on sightseeing tours or through places of interest, such as industrial establishments, public buildings, and art galleries.	High-end: \$18,130 Median: \$14,850 Low-end: \$12,850	 Projected Average Annual Openings: 25

Hospitality and Tourism Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Short-Term On-The-Job Training				
Amusement and recreation attendants	RCE	Perform a variety of attending duties. May schedule use of recreation facilities, maintain and provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions and rides.	High-end: \$20,330 Median: \$15,480 Low-end: \$13,190	 Projected Average Annual Openings: 38
Bartenders	ESR	Mix and serve drinks to patrons, directly or through waitstaff.	High-end: \$18,050 Median: \$15,560 Low-end: \$13,290	 Projected Average Annual Openings: 224
Combined food preparation and serving workers, including fast food	R	Perform duties which combine both food preparation and food service.	High-end: \$16,570 Median: \$14,330 Low-end: \$12,620	 Projected Average Annual Openings: 302
Cooks, fast food	RC	Prepare and cook food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items and normally involve operating large-volume single-purpose cooking equipment.	High-end: \$14,870 Median: \$13,510 Low-end: \$12,290	 Projected Average Annual Openings: 176
Cooks, short order	RC	Prepare and cook to order a variety of foods that require only a short preparation time. May take orders from customers and serve patrons at counters or tables.	High-end: \$18,520 Median: \$14,890 Low-end: \$12,920	 Projected Average Annual Openings: 41
Counter attendants, cafeteria, food concession, and coffee shop	RSE	Serve food to diners at counter or from a steam table.	High-end: \$16,120 Median: \$13,660 Low-end: \$12,310	 Projected Average Annual Openings: 114
Dining room and cafeteria attendants and bartender helpers	RSE	Facilitate food service. Clean tables, carry dirty dishes, replace soiled table linens; set tables; supply service bar with food, and serve water, butter, and coffee to patrons.	High-end: \$15,150 Median: \$13,640 Low-end: \$12,290	 Projected Average Annual Openings: 41
Dishwashers	RC	Clean dishes, kitchen, food preparation equipment, or utensils.	High-end: \$15,570 Median: \$13,810 Low-end: \$12,390	 Projected Average Annual Openings: 85
Food preparation workers	R	Perform a variety of food preparation duties other than cooking, such as preparing cold foods and shellfish, slicing meat, and brewing coffee or tea.	High-end: \$19,370 Median: \$16,870 Low-end: \$14,470	 Projected Average Annual Openings: 174

Hospitality and Tourism Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Short-Term On-The-Job Training				
Food servers, nonrestaurant	SRE	Serve food to patrons outside of a restaurant environment, such as in hotels, hospital rooms, or cars.	High-end: \$20,570 Median: \$17,010 Low-end: \$13,590	 Projected Average Annual Openings: 24
Hosts and hostesses, restaurant, lounge, and coffee shop	ESR	Welcome patrons, seat them at tables or in lounge, and help ensure quality of facilities and service.	High-end: \$16,820 Median: \$14,190 Low-end: \$12,570	 Projected Average Annual Openings: 54
Hotel, motel, and resort desk clerks	CES	Accommodate hotel, motel, and resort patrons by registering and assigning rooms to guests, issuing room keys, taking messages, keeping records of guests' accounts, making reservations, and collecting payments.	High-end: \$19,650 Median: \$16,470 Low-end: \$14,010	 Projected Average Annual Openings: 130
Janitors and cleaners, except maids and housekeeping cleaners	R	Keep buildings in clean and orderly condition. Clean floors, shampoo rugs, wash walls and glass, and remove rubbish. May tend furnace and boiler, perform routine maintenance, and clean snow or debris from sidewalk.	High-end: \$23,890 Median: \$19,430 Low-end: \$15,910	 Projected Average Annual Openings: 348
Landscaping and grounds-keeping workers	R	Landscape or maintain grounds of property using hand or power tools or equipment. May lay sod, mow grass, fertilize plants, install sprinklers and mortarless segmental concrete masonry wall units.	High-end: \$26,100 Median: \$20,310 Low-end: \$16,150	 Projected Average Annual Openings: 340
Maids and housekeeping cleaners	CSE	Perform light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, and hospitals. Duties include making beds, replenishing linens, cleaning rooms and halls, and vacuuming.	High-end: \$18,590 Median: \$15,890 Low-end: \$13,430	 Projected Average Annual Openings: 284
Nonfarm animal caretakers	R	Feed, water, groom, bathe, exercise, or otherwise care for pets and other nonfarm animals, such as dogs, cats, fish, birds, zoo animals, and mice. Work in settings such as kennels, animal shelters, zoos, circuses, and aquariums.	High-end: \$19,570 Median: \$17,080 Low-end: \$15,050	 Projected Average Annual Openings: 39
Reservation and transportation ticket agents and travel clerks	CSE	Make and confirm reservations and sell tickets to passengers for large hotel or motel chains. May check baggage and direct passengers to designated concourse, pier, or track; or provide tourists with travel information.	High-end: \$40,010 Median: \$27,960 Low-end: \$20,590	 Projected Average Annual Openings: 17
Waiters and waitresses	SE	Take orders and serve food and beverages to patrons at tables in dining establishment.	High-end: \$15,620 Median: \$13,690 Low-end: \$12,360	 Projected Average Annual Openings: 577

Information Technology Occupations

Do you enjoy working with computers?
Have you created your own webpage?
Is mathematics a favorite subject?

Are you organized and detail-oriented?
Do you learn new
computer programs quickly?

Information Technology (IT) is an area that is growing and always changing with new developments. In IT, you would be part of a cluster that continues to make an impact on society and individuals. You would have the opportunity to work in all types and sizes of businesses.

Employees in Information Technology work with computer hardware, software, multimedia, and network systems. In this cluster, you might design new computer equipment or computer games. Or you might make sure that the software or networks are working. In addition, you might have to make sure that people know how to use them. Or you might manage whole networks that link workers in all parts of the world.










National Employment Outlook

There will be many opportunities for employment in the Information Technology cluster in the future. Employees in this cluster will be expected to have a high level of skills and to keep up with changes in technology. More companies are relying on

information technology. Computers and related hardware are getting cheaper and faster and more advanced. Electronic commerce is becoming more common. All this increases the need for employees with expertise in information technology.

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Librarians	ACI	Select, acquire, catalogue, classify, circulate, and maintain library materials. May set up or work with databases and information systems to catalogue and access information.	<p>High-end: \$36,320 Median: \$25,280 Low-end: \$25,280</p>	<p>Projected Average Annual Openings: 17</p>
Survey researchers		Design or conduct surveys. May supervise interviewers who conduct the survey in person or over the telephone. May present survey results to client.	<p>High-end: \$14,420 Median: \$13,470 Low-end: \$12,520</p>	<p>Projected Average Annual Openings: 29</p>
Bachelor's or Higher Degree, plus Work Experience				
Computer and information systems managers	ECI	Plan, direct, or coordinate activities in such fields as electronic data processing, information systems, systems analysis, and computer programming.	<p>High-end: \$80,410 Median: \$67,380 Low-end: \$57,180</p>	<p>Projected Average Annual Openings: 19</p>
Bachelor's Degree				
Computer programmers	IRC	Convert project specifications to detailed logical flow charts for coding into computer language. Develop and write computer programs to store, locate, and retrieve specific documents, data, and information. May program web sites.	<p>High-end: \$68,630 Median: \$47,590 Low-end: \$38,280</p>	<p>Projected Average Annual Openings: 39</p>
Computer software engineers, applications	IRC	Develop, create, and modify general computer applications software or specialized utility programs. May analyze and design databases within an application area, working individually or as part of a team.	<p>High-end: \$63,190 Median: \$52,900 Low-end: \$43,020</p>	<p>Projected Average Annual Openings: 27</p>

Information Technology Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Computer systems analysts	IRE	Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May supervise computer programmers.	High-end: \$69,780 Median: \$55,830 Low-end: \$44,740	 Projected Average Annual Openings: 49
Network and computer systems administrators	IRC	Install, configure, and support an organization's local area network (LAN), wide area network (WAN), and Internet system or a segment of a network system. Monitor network and perform necessary maintenance to support network availability.	High-end: \$52,390 Median: \$43,320 Low-end: \$35,280	 Projected Average Annual Openings: 24
Bachelor's Degree				
Network systems and data communications analysts	IR	Analyze, design, test, and evaluate network systems. Perform network modeling, analysis, and planning. Research and recommend network and data communications hardware and software.	High-end: \$53,440 Median: \$45,040 Low-end: \$37,870	 Projected Average Annual Openings: 30
Associate Degree				
Computer support specialists	ICR	Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location.	High-end: \$38,640 Median: \$32,210 Low-end: \$25,650	 Projected Average Annual Openings: 46
Postsecondary Vocational Training				
Computer, automated teller, and office machine repairers	RCE	Repair, maintain, or install computers, word processing systems, automated teller machines, and electronic office machines, such as duplicating and fax machines.	High-end: \$37,320 Median: \$31,510 Low-end: \$25,230	 Projected Average Annual Openings: 13
Long-Term On-The-Job Training				
Telecommunications equipment installers and repairers, except line installers	RC	Set-up, rearrange, or remove switching and dialing equipment used in central offices. Service or repair telephones and other communication equipment on customers' property. May install equipment in new locations.	High-end: \$55,970 Median: \$50,010 Low-end: \$40,710	 Projected Average Annual Openings: 22
Telecommunications line installers and repairers	RC	String and repair telephone and television cable, including fiber optics and other equipment for transmitting messages or television programming.	High-end: \$52,800 Median: \$42,800 Low-end: \$32,490	 Projected Average Annual Openings: 36
Moderate-Term On-The-Job Training				
Computer operators	CR	Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.	High-end: \$32,560 Median: \$25,320 Low-end: \$20,220	 Projected Average Annual Openings: 10
Data entry keyers	CR	Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.	High-end: \$23,080 Median: \$19,420 Low-end: \$17,030	 Projected Average Annual Openings: 12

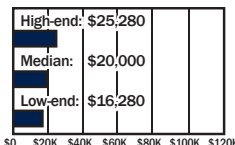
Information Technology Occupations

Short-Term On-The-Job Training

Library technicians

CS

Help library patrons locate books and other materials, and answer basic questions. Compile records, sort and shelf books, remove or repair damaged books, register patrons, and check materials in and out of the circulation process.



Projected Average Annual Openings: 21

Management and Administrative Services Occupations

Do you enjoy working with other people?
Are you good at working with numbers?
Do you like to plan and organize activities?

Have you started your own business?
Do you keep your checkbook balanced?
Are you an officer of an organization?

If you are interested in Business, Management, and Administration, there are many career options. You may provide the needed support to keep a business in operation. Or you might keep track of the expenses and income. You could manage the financial activities of a business. Another option is to be sure that a business has qualified employees who are trained to do their jobs. Or after years of education or experience, you might direct the operations of a business.

National Employment Outlook

There will be job opportunities in business, management, and administration in the future. Most of the opportunities will be in management. Other openings will be the result of workers retiring or leaving their jobs. To qualify for these higher paying jobs, you will probably have to attend college and have several years of work experience.

The increased use of technology in the storage and use of information will mean fewer job openings in some pathways in this cluster. Businesses will need fewer employees to do support work. Business owners will be able to do their own business analysis using the latest software programs.

Occupation	Interest Profile	Description	Wages	Outlook						
Bachelor's or Higher Degree, Plus Work Experience										
Administrative services managers	ECS	Plan, direct, or coordinate supportive services of an organization, such as recordkeeping, mail distribution, and other office support. May oversee a facility's planning, maintenance, and custodial operations.	<table><tr><td>High-end:</td><td>\$65,220</td></tr><tr><td>Median:</td><td>\$51,040</td></tr><tr><td>Low-end:</td><td>\$38,590</td></tr></table>	High-end:	\$65,220	Median:	\$51,040	Low-end:	\$38,590	<p>Projected Average Annual Openings: 18</p>
High-end:	\$65,220									
Median:	\$51,040									
Low-end:	\$38,590									
Chief executives	ECS	Determine and formulate policies and provide the overall direction of companies or organizations. Plan, direct, or coordinate operational activities at the highest level of management with the help of subordinate executives and staff managers.	<table><tr><td>High-end:</td><td>NA</td></tr><tr><td>Median:</td><td>\$78,450</td></tr><tr><td>Low-end:</td><td>\$44,340</td></tr></table>	High-end:	NA	Median:	\$78,450	Low-end:	\$44,340	<p>Projected Average Annual Openings: 56</p>
High-end:	NA									
Median:	\$78,450									
Low-end:	\$44,340									
General and operations managers	ECS	Plan, direct, or coordinate the operations of companies or organizations. Duties include formulating policies, managing daily operations, and planning the use of materials and human resources.	<table><tr><td>High-end:</td><td>\$82,150</td></tr><tr><td>Median:</td><td>\$56,160</td></tr><tr><td>Low-end:</td><td>\$39,090</td></tr></table>	High-end:	\$82,150	Median:	\$56,160	Low-end:	\$39,090	<p>Projected Average Annual Openings: 428</p>
High-end:	\$82,150									
Median:	\$56,160									
Low-end:	\$39,090									
Management analysts	CEI	Conduct organizational studies and evaluations, design systems and procedures, and conduct work simplifications and measurement studies to assist management in operating more efficiently and effectively.	<table><tr><td>High-end:</td><td>\$64,730</td></tr><tr><td>Median:</td><td>\$53,440</td></tr><tr><td>Low-end:</td><td>\$44,210</td></tr></table>	High-end:	\$64,730	Median:	\$53,440	Low-end:	\$44,210	<p>Projected Average Annual Openings: 51</p>
High-end:	\$64,730									
Median:	\$53,440									
Low-end:	\$44,210									

Management & Administrative Services Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's or Higher Degree, Plus Work Experience				
Sales managers	EC	Direct the distribution of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives.	<p>High-end: \$67,800 Median: \$52,060 Low-end: \$38,360</p>	<p>Projected Average Annual Openings: 24</p>
Bachelor's Degree				
Employment, recruitment, and placement specialists	ESC	Recruit and place workers.	<p>High-end: \$38,920 Median: \$33,730 Low-end: \$28,700</p>	<p>Projected Average Annual Openings: 10</p>
Work Experience in a Related Occupation				
First-line supervisors/managers of office and administrative support workers	ECS	Supervise and coordinate the activities of clerical and administrative support workers.	<p>High-end: \$45,280 Median: \$34,700 Low-end: \$28,170</p>	<p>Projected Average Annual Openings: 103</p>
First-line supervisors/managers of personal service workers	ECS	Supervise and coordinate activities of personal service workers, such as supervisors of flight attendants, hairdressers, or caddies.	<p>High-end: \$32,470 Median: \$26,070 Low-end: \$21,530</p>	<p>Projected Average Annual Openings: 133</p>
Moderate-Term On-The-Job Training				
Executive secretaries and administrative assistants	CES	Provide high-level administrative support by conducting research, preparing reports, handling information requests, arranging conference calls, and scheduling meetings. May also train and supervise clerical staff.	<p>High-end: \$33,030 Median: \$27,040 Low-end: \$22,890</p>	<p>Projected Average Annual Openings: 180</p>
Secretaries, except legal, medical, and executive	CES	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	<p>High-end: \$26,530 Median: \$21,440 Low-end: \$17,370</p>	<p>Projected Average Annual Openings: 155</p>
Short-Term On-The-Job Training				
File clerks	CE	File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested.	<p>High-end: \$22,140 Median: \$17,850 Low-end: \$14,340</p>	<p>Projected Average Annual Openings: 20</p>
Human resources assistants, except payroll and timekeeping	CES	Compile and keep personnel records. Record data for each employee, such as address, earnings, absences, amount of sales or production, and performance evaluations. Compile and type reports from employment records.	<p>High-end: \$35,650 Median: \$28,920 Low-end: \$24,200</p>	<p>Projected Average Annual Openings: 16</p>
Mail clerks and mail machine operators, except postal service	CR	Prepare incoming and outgoing mail for distribution. May use a variety of machines to sort and affix postage to mail. Duties may also include keeping necessary records and completed forms.	<p>High-end: \$22,970 Median: \$18,850 Low-end: \$16,170</p>	<p>Projected Average Annual Openings: 12</p>
Office clerks, general	CRE	Perform duties too varied and diverse to be classified in any specific office clerical occupation. Clerical duties may include answering telephones, bookkeeping, word processing, stenography, office machine operation, and filing.	<p>High-end: \$25,000 Median: \$20,440 Low-end: \$15,950</p>	<p>Projected Average Annual Openings: 236</p>

Management & Administrative Services Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Short-Term On-The-Job Training				
Production, planning, and expediting clerks	CE	Coordinate and expedite the flow of work and materials within or between departments according to production schedule.	<p>High-end: \$45,370 Median: \$32,960 Low-end: \$24,820</p>	<p>Projected Average Annual Openings: 19</p>
Receptionists and information clerks	CES	Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.	<p>High-end: \$23,690 Median: \$20,710 Low-end: \$17,440</p>	<p>Projected Average Annual Openings: 196</p>
Switchboard operators, including answering service	CRS	Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.	<p>High-end: \$23,550 Median: \$19,250 Low-end: \$16,600</p>	<p>Projected Average Annual Openings: 24</p>

Marketing, Sales, and Service Occupations

Do you sell advertising space for the school yearbook or newspaper?
Are you good at persuading people to do things?

Do you like to do public speaking or debating?
Are you good at organizing your own time?
Are you friendly and outgoing?

If you are interested in working in the Marketing, Sales, and Service cluster, you would help businesses sell products. You might advertise and promote products so customers would want to buy them. Or you might sell products and services directly to customers. Or you might use the Internet to reach customers.











National Employment Outlook

In the future, there will be many job opportunities in this cluster. Sales and marketing employs many people, and numerous job openings will result from high turnover. People often leave for higher paying jobs or the opportunity to work regular hours. E-commerce has decreased the number of sales persons because companies and individuals place orders directly.

The glamor of advertising attracts many jobseekers. As a result there are many more jobseekers than there are job openings. New jobs will be created because of an increased demand for advertising services. However, the increased use of technology could replace some workers.

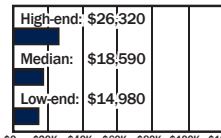

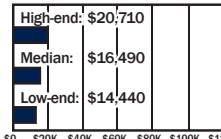

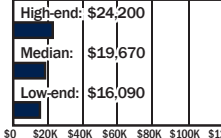

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Market research analysts	IEC	Research market conditions in local, regional, or national areas to determine potential sales of a product or service. May use survey results to create a marketing campaign based on regional preferences and buying habits.	<p>High-end: \$56,950 Median: \$43,000 Low-end: \$31,430</p>	<p>Projected Average Annual Openings: 20</p>
Bachelor's Degree				
Property, real estate, and community association managers	EC	Plan, direct, or coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.	<p>High-end: \$47,430 Median: \$25,860 Low-end: \$18,710</p>	<p>Projected Average Annual Openings: 82</p>

Marketing, Sales, & Service Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Postsecondary Vocational Training				
Appraisers and assessors of real estate	CE	Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules.	High-end: \$45,660 Median: \$37,150 Low-end: \$30,770	 Projected Average Annual Openings: 54
Real estate sales agents	ESC	Rent, buy, or sell property for clients. Study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts.	High-end: \$63,070 Median: \$45,060 Low-end: \$24,350	 Projected Average Annual Openings: 147
Work Experience in a Related Occupation				
First-line supervisors/managers of non-retail sales workers	ECS	Directly supervise and coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, and personnel work, in addition to supervisory duties.	High-end: \$57,720 Median: \$48,930 Low-end: \$34,740	 Projected Average Annual Openings: 92
First-line supervisors of retail sales workers	ECS	Directly supervise sales workers in a retail establishment. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work.	High-end: \$36,300 Median: \$28,150 Low-end: \$22,860	 Projected Average Annual Openings: 403
Purchasing agents, except wholesale, retail, and farm products	EC	Purchase machinery, equipment, tools, parts, supplies, or services necessary for the operation of an establishment. Purchase raw or semi-finished materials for manufacturing.	High-end: \$51,730 Median: \$40,950 Low-end: \$32,070	 Projected Average Annual Openings: 28
Real estate brokers	ERS	Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans.	High-end: \$37,200 Median: \$23,340 Low-end: \$20,940	 Projected Average Annual Openings: 26
Wholesale and retail buyers, except farm products	ECS	Buy merchandise or commodities for resale to consumers. Analyze past buying trends, sales records, price, and quality of merchandise to determine value and yield. May conduct meetings with sales personnel and introduce new products.	High-end: \$50,210 Median: \$37,520 Low-end: \$28,970	 Projected Average Annual Openings: 21
Moderate-Term On-The-Job Training				
Advertising sales agents	ESC	Sell or solicit advertising, including graphic art, advertising space in publications, custom made signs, or TV and radio advertising time. May obtain leases for outdoor advertising sites or persuade retailers to use sales promotion display items.	High-end: \$46,230 Median: \$29,340 Low-end: \$21,860	 Projected Average Annual Openings: 33
Customer service representatives	CES	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	High-end: \$30,760 Median: \$24,330 Low-end: \$19,350	 Projected Average Annual Openings: 172
Demonstrators and product promoters	ERS	Demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.	High-end: \$21,760 Median: \$17,590 Low-end: \$16,020	 Projected Average Annual Openings: 24

Marketing, Sales, & Service Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Floral designers	ARE	Design, cut, and arrange live, dried, or artificial flowers and foliage.	<p>High-end: \$20,890 Median: \$18,380 Low-end: \$16,490</p>	 Projected Average Annual Openings: 22
Merchandise displayers and window trimmers	ARE	Plan and erect commercial displays, such as those in windows and interiors of retail stores and at trade exhibitions.	<p>High-end: \$22,010 Median: \$19,520 Low-end: \$17,020</p>	 Projected Average Annual Openings: 20
Parts salespersons	ERC	Sell spare and replacement parts and equipment in repair shop or parts store.	<p>High-end: \$34,700 Median: \$28,470 Low-end: \$23,160</p>	 Projected Average Annual Openings: 25
Sales reps, wholesale and manufacturing, except tech. and scientific	ES	Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.	<p>High-end: \$49,960 Median: \$35,790 Low-end: \$26,280</p>	 Projected Average Annual Openings: 167
Sales reps, wholesale and manufacturing, tech. and scientific products	ERS	Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, and electronics, normally obtained from at least 2 years of post-secondary education.	<p>High-end: \$60,070 Median: \$43,060 Low-end: \$31,800</p>	 Projected Average Annual Openings: 22
Short-Term On-The-Job Training				
Cashiers	CER	Receive and disburse money in establishments other than financial institutions. Use electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.	<p>High-end: \$18,870 Median: \$15,980 Low-end: \$13,530</p>	 Projected Average Annual Openings: 789
Counter and rental clerks	CER	Receive orders for repairs, rentals, and services. May describe available options, compute cost, and accept payment.	<p>High-end: \$22,980 Median: \$17,660 Low-end: \$14,230</p>	 Projected Average Annual Openings: 85
Door-to-door sales workers, news and street vendors, and related workers	ECS	Sell goods or services door-to-door or on the street.	<p>High-end: \$31,920 Median: \$22,860 Low-end: \$15,820</p>	 Projected Average Annual Openings: 54
Driver/sales workers	ERS	Drive truck or other vehicle and sell goods, such as food products, including restaurant take-out items, or pick up and deliver items, such as laundry. May also take orders and collect payments. Includes newspaper delivery drivers.	<p>High-end: \$29,070 Median: \$22,840 Low-end: \$16,990</p>	 Projected Average Annual Openings: 118
Order clerks	CE	Receive and process incoming orders. Duties include informing customers of receipt, prices, shipping dates, and delays; preparing contracts; and handling complaints.	<p>High-end: \$27,750 Median: \$22,010 Low-end: \$17,960</p>	 Projected Average Annual Openings: 11

Occupation	Interest Profile	Description	Wages	Outlook
Short-Term On-The-Job Training				
Retail salespersons	ES	Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.		 Projected Average Annual Openings: 1044
Service Station Attendants	REC	Service automobiles, buses, trucks, boats, and other vehicles with fuel, lubricants, and accessories. May lubricate vehicle, change motor oil, install antifreeze, or replace lights or other accessories. May repair or replace tires.		 Projected Average Annual Openings: 37
Stock clerks and order fillers	CRE	Receive, store, and issue sales floor merchandise, materials, equipment, and other items to fill shelves, racks, tables, or customers' orders. May mark prices on merchandise and set up sales displays.		 Projected Average Annual Openings: 180

Environmental & Agricultural Systems Cluster

Agriculture, Food, and Natural Resources Occupations

Do you collect rocks?
Do you have a green thumb?
Do you enjoy working with animals?

Are you interested in protecting the environment?
Do you enjoy working outdoors?
Are science classes your favorite?

If you chose to work in occupations in the Agriculture, Food, and Natural Resources cluster, you could raise plants and animals as sources for food and shelter. Or you could focus on selling and making products from plants and animals, including food, lumber, and fabrics. You might also advise farmers and ranchers, or work to conserve natural resources and protect the environment.

National Employment Outlook

The prospects in farm production will be limited. Prices paid for farm products continue to stay low. There will be fewer farms and ranches, but they will be larger and produce more. Expect a 14% decline in self-employed farm and ranch operators in the next ten years.

You will find more jobs in agricultural services. Job openings will arise from the need to replace workers who leave every year. Turnover is very high among animal caretakers and farm and ranch workers. The turnover is the result of the seasonal and part-time nature of the work. Other factors are the low pay and high physical demands.

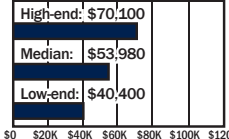


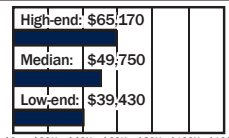

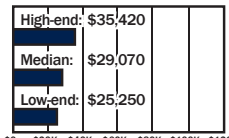

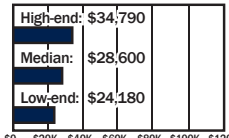

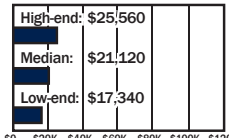

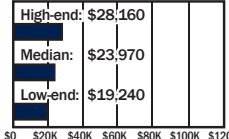


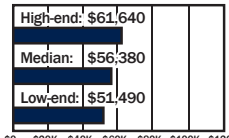

Employment will increase in landscaping and horticultural services. This will be a result of new

construction. In addition, a growing number of homeowners use lawn maintenance and landscaping services to enhance the beauty of their property and to conserve leisure time.

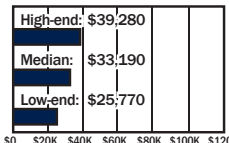

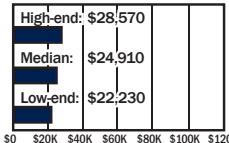

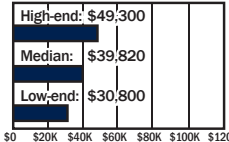

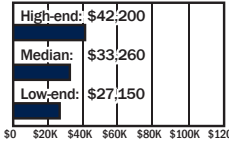

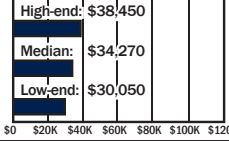

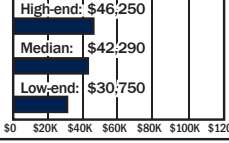

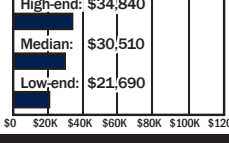

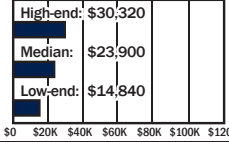

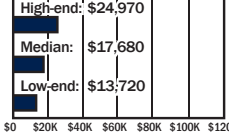

Veterinary services will continue to experience growth because of increases in the number of pet owners. Pet owners are expected to take advantage of grooming services and boarding services.

Employment growth in farm-related agricultural services--crop services, soil prep. services, farm labor and management services, and livestock services--are linked to the health of agricultural production. When farmers and ranchers face difficult times, the demand for agricultural services also drops.

Agriculture, Food, & Natural Resources Occupations

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Veterinarians	IR	Diagnose and treat diseases and dysfunctions of animals. May engage in a particular function, such as research and development, consultation, administration, sale or production of commercial products, or technical writing.		 Projected Average Annual Openings: 33
Bachelor's or higher degree, plus work experience				
Farm, ranch, and other agricultural managers	IA	Manage farms, ranches, aquacultural operations, greenhouses, nurseries, timber tracts, cotton gins, packing houses, or other agricultural establishments for employers. Carry out production, financial, and marketing decisions.	Information Not Available	 Projected Average Annual Openings: 24
Bachelor's Degree				
Foresters	RIC	Manage forestlands, appraise timber prices, supervise the planting and growing of new trees.		 Projected Average Annual Openings: 20
Associate Degree				
Forest and conservation technicians	RIC	Compile data pertaining to size, content, and condition of forest tracts, under direction of foresters; train and lead forest workers in forest propagation, fire prevention and suppression.		 Projected Average Annual Openings: 34
Postsecondary Vocational Training				
Farm equipment mechanics	RCE	Diagnose, adjust, repair, or overhaul farm machinery and vehicles, such as tractors, harvesters, dairy equipment, and irrigation systems.		 Projected Average Annual Openings: 16
Long-Term On-The-Job Training				
Bakers	REA	Mix and bake ingredients according to recipes to produce breads, rolls, cookies, cakes, pies, pastries, or other baked goods.		 Projected Average Annual Openings: 23
Butchers and meat cutters	REC	Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.		 Projected Average Annual Openings: 10
Farmers and Ranchers	IA	On an ownership or rental basis, operate farms, ranches, greenhouses, nurseries, timber tracts, or other establishments which produce crops, horticultural specialties, livestock, poultry, finfish, shellfish, or animal specialties.	Information Not Available	 Projected Average Annual Openings: N/A
Petroleum pump system operators, refinery operators, and gaugers	RIC	Control the operation of petroleum refining or processing units. May specialize in controlling manifold and pumping systems, gauging or testing oil in storage tanks, or regulating the flow of oil into pipelines.		 Projected Average Annual Openings: 26

Agriculture, Food, & Natural Resources Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Water & liquid waste treatment plant & system operators	RCI	Operate or control an entire process or system of machines, often through the use of control boards, to transfer or treat water or liquid waste.	 <p>High-end: \$39,280 Median: \$33,190 Low-end: \$25,770</p>	 Projected Average Annual Openings: 29
Moderate-Term On-The-Job Training				
Agricultural equipment operators	R	Drive and control farm equipment to till soil and to plant, cultivate, and harvest crops. May operate stationary equipment to perform post-harvest tasks, such as husking, shelling, threshing, and ginning.	 <p>High-end: \$28,570 Median: \$24,910 Low-end: \$22,230</p>	 Projected Average Annual Openings: 16
Earth drillers, except oil and gas	RCE	Operate a variety of drills--such as rotary, churn, and pneumatic--to tap sub-surface water and salt deposits, to remove core samples during mineral exploration or soil testing, and to facilitate the use of explosives in mining or construction.	 <p>High-end: \$49,300 Median: \$39,820 Low-end: \$30,800</p>	 Projected Average Annual Openings: 12
Excavating and Loading Machine and Dragline Operators	RC	Operate or tend machinery equipped with scoops, shovels, or buckets, to excavate and load loose materials.	 <p>High-end: \$42,200 Median: \$33,260 Low-end: \$27,150</p>	 Projected Average Annual Openings: 23
Logging equipment operators	REC	Drive logging tractor or wheeled vehicle equipped with one or more accessories to fell trees; to skid, load, unload, or stack logs; or to pull stumps or clear brush.	 <p>High-end: \$38,450 Median: \$34,270 Low-end: \$30,050</p>	 Projected Average Annual Openings: 65
Roustabouts, oil and gas	RCE	Assemble or repair oil field equipment using hand and power tools. Perform other tasks as needed.	 <p>High-end: \$46,250 Median: \$42,290 Low-end: \$30,750</p>	 Projected Average Annual Openings: 13
Sawing machine setters, operators, and tenders, wood	RC	Set up, operate, or tend wood sawing machines. Includes head sawyers.	 <p>High-end: \$34,840 Median: \$30,510 Low-end: \$21,690</p>	 Projected Average Annual Openings: 22
Short-Term On-The-Job Training				
Farmworkers and laborers, crop, nursery, and greenhouse	RIC	Manually plant, cultivate, and harvest crops. Duties include tilling soil and applying fertilizers; transplanting, weeding, thinning, or pruning crops; applying pesticides; cleaning, grading, sorting, packing and loading harvested products.	 <p>High-end: \$30,320 Median: \$23,900 Low-end: \$14,840</p>	 Projected Average Annual Openings: 98
Farmworkers, farm and ranch animals	RIC	Attend to live farm, ranch, or aquacultural animals. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals.	 <p>High-end: \$24,970 Median: \$17,680 Low-end: \$13,720</p>	 Projected Average Annual Openings: 17

Health Sciences Cluster

Health Science Occupations

Are science classes your favorite?
Do you enjoy helping people?
Have you served as a volunteer in a hospital?






Do you follow instructions exactly?
Can you work fast in an emergency?
Do you take good notes in class?

In the Health Science cluster you would promote health and wellness or diagnose and treat injuries and disease. You could work directly with people. Or you could work in laboratories to get information used in research or diagnosis. Health service employees go to work at a variety of different sites. Some work in hospitals, offices, or laboratories. Others work on cruise ships, at sports arenas, or within communities.











National Employment Outlook

The outlook for employment in the Health Services cluster is very good. The number of elderly people is growing and they have greater healthcare needs. Advances in medical technology have increased the number of people who survive serious illnesses and

injuries. These patients need more intensive therapy and care. The jobs in hospitals will grow the slowest. This is the result of an increase outpatient care and services.

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Dentists	IRC	Diagnose and treat diseases, injuries, and malformations of teeth and gums and related oral structures. May treat diseases of nerve, pulp, and other dental tissues affecting vitality of teeth.	High-end: NA Median: \$113,190 Low-end: \$76,200	 Projected Average Annual Openings: 9
Family and general practitioners	I	Diagnose, treat, and help prevent diseases and injuries that commonly occur in the general population.	High-end: NA Median: \$129,780 Low-end: \$99,880	 Projected Average Annual Openings: 26
Pharmacists	IRE	Compound and dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.	High-end: \$92,720 Median: \$84,950 Low-end: \$75,960	 Projected Average Annual Openings: 61
Master's Degree				
Physical therapists	SRI	Assess, plan, organize, and participate in rehabilitative programs that improve mobility, relieve pain, increase strength, and decrease or prevent deformity of patients suffering from disease or injury.	High-end: \$64,080 Median: \$56,520 Low-end: \$49,650	 Projected Average Annual Openings: 32
Bachelor's or Higher Degree, Plus Work Experience				
Medical and health services managers	ES	Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	High-end: \$79,720 Median: \$64,400 Low-end: \$49,240	 Projected Average Annual Openings: 30

Health Science Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Medical and clinical laboratory technologists	IR	Perform complex medical laboratory tests for diagnosis, treatment, and prevention of disease. May train or supervise staff.	High-end: \$55,670 Median: \$48,090 Low-end: \$40,070	 Projected Average Annual Openings: 24
Dental hygienists	SC	Clean teeth and examine oral areas, head, and neck for signs of oral disease. May educate patients on oral hygiene, take and develop X-rays, or apply fluoride or sealants.	High-end: \$68,330 Median: \$59,860 Low-end: \$52,720	 Projected Average Annual Openings: 12
Medical records and health information technicians	CR	Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system.	High-end: \$32,110 Median: \$25,290 Low-end: \$20,180	 Projected Average Annual Openings: 36
Radiologic technologists and technicians	RI	Take X-rays and CAT scans or administer nonradioactive materials into patient's blood stream for diagnostic purposes.	High-end: \$51,750 Median: \$43,970 Low-end: \$37,710	 Projected Average Annual Openings: 27
Registered nurses	SI	Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. Licensing or registration required.	High-end: \$58,220 Median: \$51,060 Low-end: \$43,610	 Projected Average Annual Openings: 423
Respiratory therapists	IRS	Assess, treat, and care for patients with breathing disorders. Supervise respiratory therapy technicians, initiate and conduct therapeutic procedures; maintain patient records; and select, assemble, check, and operate equipment.	High-end: \$48,460 Median: \$43,750 Low-end: \$39,530	 Projected Average Annual Openings: 27
Emergency medical technicians and paramedics	SRI	Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities.	High-end: \$26,260 Median: \$20,010 Low-end: \$14,000	 Projected Average Annual Openings: 24
Postsecondary Vocational Training				
Licensed practical and licensed vocational nurses	SRI	Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions. May work under the supervision of a registered nurse. Licensing required.	High-end: \$35,070 Median: \$30,900 Low-end: \$26,960	 Projected Average Annual Openings: 107
Medical secretaries	CE	Perform secretarial duties using specific knowledge of medical terminology and hospital or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling medical charts, reports, and correspondence.	High-end: \$30,250 Median: \$25,900 Low-end: \$21,020	 Projected Average Annual Openings: 35
Medical transcriptionists	RC	Use transcribing machines to listen to recordings by physicians and other healthcare professionals dictating a variety of medical reports. Transcribe dictated reports and translate medical jargon and abbreviations into their expanded forms.	High-end: \$31,090 Median: \$27,240 Low-end: \$23,250	 Projected Average Annual Openings: 15

Health Science Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Long-Term On-The-Job Training				
Opticians, dispensing	ECR	Design, measure, fit, and adapt lenses and frames for client. Prepare work order for optical laboratory containing instructions for grinding and mounting lenses in frames. Verify exactness of finished lens spectacles.	<p>High-end: \$28,480</p> <p>Median: \$23,920</p> <p>Low-end: \$20,500</p>	<p>Projected Average Annual Openings: 19</p>
Moderate-Term On-The-Job Training				
Dental Assistants	SR	Assist dentist, set up patient and equipment, and keep records.	<p>High-end: \$33,640</p> <p>Median: \$28,210</p> <p>Low-end: \$22,620</p>	<p>Projected Average Annual Openings: 53</p>
Medical assistants	SCR	Administrative duties may include scheduling appointments, maintaining medical records, and billing. Clinical duties may include taking vital signs, drawing blood, and administering medications as directed by physician.	<p>High-end: \$27,950</p> <p>Median: \$24,130</p> <p>Low-end: \$20,520</p>	<p>Projected Average Annual Openings: 55</p>
Pharmacy technicians	CR	Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.	<p>High-end: \$29,120</p> <p>Median: \$25,950</p> <p>Low-end: \$22,890</p>	<p>Projected Average Annual Openings: 40</p>
Short-Term On-The-Job Training				
Home health aides	SR	Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.	<p>High-end: \$20,320</p> <p>Median: \$17,790</p> <p>Low-end: \$15,670</p>	<p>Projected Average Annual Openings: 112</p>
Nursing aides, orderlies, and attendants	SR	Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.	<p>High-end: \$22,260</p> <p>Median: \$19,770</p> <p>Low-end: \$17,400</p>	<p>Projected Average Annual Openings: 244</p>
Psychiatric aides	SR	Assist mentally impaired or emotionally disturbed patients, working under direction of nursing and medical staff.	<p>High-end: \$27,780</p> <p>Median: \$24,480</p> <p>Low-end: \$20,950</p>	<p>Projected Average Annual Openings: 12</p>

Human Services & Resources Cluster

Education and Training Occupations

Are you patient?
Have you coached sports activities?
Do you like to speak in front of groups?

Do you enjoy teaching games to children?
Are you outgoing?
Do you like being in school?

In the Education and Training cluster, you would have the opportunity to guide and train young people. As a teacher, you could influence young lives. In addition, you could support the work of the classroom teacher as a counselor, librarian, or principal. If you are interested in working with adults, you could provide training to employees in a business. Each of these settings provides you with the chance to help people learn and improve their lives.







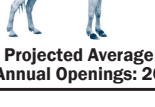
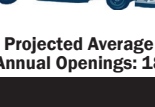


National Employment Outlook

Most of the openings in education will result from workers and educators retiring. In the future there may not be enough teachers graduating from college to fill the job openings. Positions in math, science, bilingual, and special education will continue to be difficult to fill.

However, many state governments and local school districts are facing budget problems. As a result, schools are cutting support services and some educational programs. If these financial problems continue, more schools will combine and more programs will be cut. As a result employment may grow more slowly.

Occupation	Interest Profile	Description	Wages	Outlook
Doctoral Degree				
Education teachers, postsecondary	SAC	Teach courses pertaining to education, such as counseling, curriculum, guidance, instruction, teacher education, and teaching English as a second language.	<p>High-end: \$49,350 Median: \$30,180 Low-end: \$13,330</p>	<p>Projected Average Annual Openings: 19</p>
Master's Degree				
Educational, vocational, and school counselors	SAC	Counsel individuals and provide group educational and vocational guidance services.	<p>High-end: \$50,530 Median: \$38,310 Low-end: \$28,840</p>	<p>Projected Average Annual Openings: 23</p>
Speech-language pathologists	SI	Assess and treat persons with speech, language, voice, and fluency disorders. May select alternative communication systems and teach their use. May perform research related to speech and language problems.	<p>High-end: \$58,130 Median: \$51,190 Low-end: \$40,790</p>	<p>Projected Average Annual Openings: 17</p>
Bachelor's or Higher Degree, Plus Work Experience				
Education administrators, elementary and secondary school	CEI	Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.	<p>High-end: \$71,940 Median: \$60,330 Low-end: \$50,560</p>	<p>Projected Average Annual Openings: 25</p>

Education & Training Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Education administrators, postsecondary	EISC	Plan, direct, or coordinate research, instructional, student administration and services, and other educational activities at postsecondary institutions, including universities, colleges, and junior and community colleges.	High-end: \$93,090 Median: \$65,400 Low-end: \$48,110	 Projected Average Annual Openings: 14
Adult literacy, remedial education, and GED teachers and instructors	SA	Teach or instruct out-of-school youths and adults in remedial education classes, preparatory classes for the General Educational Development test, literacy, or English as a Second Language.	High-end: \$42,360 Median: \$31,290 Low-end: \$27,030	 Projected Average Annual Openings: 12
Elementary school teachers, except special education	SAI	Teach pupils in public or private schools at the elementary level basic academic, social, and other formative skills.	High-end: \$45,230 Median: \$34,400 Low-end: \$25,490	 Projected Average Annual Openings: 107
Kindergarten teachers, except special education	SAI	Teach elemental natural and social science, personal hygiene, music, art, and literature to children from 4 to 6 years old. Promote physical, mental, and social development. May be required to hold State certification.	High-end: \$41,690 Median: \$34,230 Low-end: \$27,870	 Projected Average Annual Openings: 15
Middle school teachers, except special and vocational education	SAI	Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary and senior high school as defined by applicable State laws and regulations.	High-end: \$43,880 Median: \$34,550 Low-end: \$26,500	 Projected Average Annual Openings: 27
Secondary school teachers, except special and vocational education	SAI	Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty.	High-end: \$46,560 Median: \$36,800 Low-end: \$28,530	 Projected Average Annual Openings: 115
Special education teachers, preschool, kindergarten, and elementary school	SAI	Teach elementary and preschool school subjects to educationally and physically handicapped students. Includes teachers who specialize and work with audibly and visually handicapped students.	High-end: \$43,000 Median: \$32,360 Low-end: \$26,050	 Projected Average Annual Openings: 20
Training and development specialists	SEC	Conduct training and development programs for employees.	High-end: \$49,300 Median: \$39,190 Low-end: \$29,860	 Projected Average Annual Openings: 18
Postsecondary Vocational Training				
Fitness trainers and aerobics instructors	SRE	Instruct groups or individuals in exercise activities and the fundamentals of sports. Demonstrate techniques and methods of participation. Observe and advise participants on how to correct or improve performance.	High-end: \$33,390 Median: \$26,740 Low-end: \$21,490	 Projected Average Annual Openings: 53
Preschool teachers, except special education	SAC	Instruct children in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility.	High-end: \$23,950 Median: \$19,450 Low-end: \$16,660	 Projected Average Annual Openings: 32

Education & Training Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Work Experience in a Related Occupation				
Self-enrichment education teachers	SA	Teach or instruct courses other than those that normally lead to an occupational objective or degree, such as dance, gymnastics, martial arts, yoga, language, swimming, and art instructors.	<p>High-end: \$32,570 Median: \$21,710 Low-end: \$15,020</p>	<p>Projected Average Annual Openings: 34</p>
Vocational education teachers, postsecondary	SRE	Teach or instruct vocational or occupational subjects at the postsecondary level to students who have graduated or left high school.	<p>High-end: \$42,620 Median: \$32,200 Low-end: \$20,350</p>	<p>Projected Average Annual Openings: 20</p>
Long-Term On-The-Job Training				
Coaches and scouts	ERS	Instruct or coach groups or individuals in the fundamentals of sports. Demonstrate techniques and methods of participation. Evaluate athletes' strengths and weaknesses as possible recruits or to prepare them for competition.	<p>High-end: \$25,500 Median: \$14,730 Low-end: \$12,870</p>	<p>Projected Average Annual Openings: 62</p>
Short-Term On-The-Job Training				
Teacher assistants	SCA	Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design and implementation.	<p>High-end: \$21,860 Median: \$18,710 Low-end: \$16,110</p>	<p>Projected Average Annual Openings: 121</p>

Government and Public Administration Occupations

Have you served as an officer of a club or organization?
Do you like to plan and organize activities?

Are you interested in politics?
Would you like to work in another country?
Are rules and laws important to you?

Through the national, state, and local governments, the public can express its will and make our way of life possible. Through government, individuals can act together to accomplish what cannot be done alone. Most of these actions are carried out only by the government. For example, the federal government includes the military for protection. It also includes ambassadors who represent us in foreign countries, while Congress passes laws, and the executive branch carries out and enforces those laws. You can find almost every occupation within the government. However, this Government and Public Administration career cluster focuses on those occupations that are unique.







National Employment Outlook

The job opportunities in the Federal Government are expected to decline, so there will be strong competition for any job openings. The government is cutting costs, programs are using private contractors to do the work, and the implementation of programs is being turned over to state and local governments. Therefore, employment opportunities in state and local governments are expected to increase. However,

many state governments are experiencing budget problems. If the problems continue, states may have to cut costs and employees.

In all levels of government, employment is affected by the increased use of technology. As a result, the need for office support workers will grow slowly.

Government & Public Administration Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Compliance officers, except agriculture, construction, health and safety, and transportation	CR	Examine, evaluate, and investigate eligibility for or conformity with laws and regulations governing contract compliance of licenses and permits, and other compliance and enforcement inspection activities not classified elsewhere.	High-end: \$54,550 Median: \$38,210 Low-end: \$30,630	 Projected Average Annual Openings: 39
Short-Term On-The-Job Training				
Court, municipal, and license clerks	CE	May prepare docket of cases to be called, secure information for judges and court, prepare draft agendas or bylaws for town or city council, keep fiscal records and accounts, issue licenses or permits, administer tests, or collect fees.	High-end: \$28,930 Median: \$24,380 Low-end: \$21,020	 Projected Average Annual Openings: 15
Interviewers, except eligibility and loan	CSE	Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires.	High-end: \$27,060 Median: \$22,550 Low-end: \$19,890	 Projected Average Annual Openings: 25
Postal service mail carriers	RC	Sort mail for delivery. Deliver mail on established route by vehicle or on foot.	High-end: \$48,130 Median: \$43,630 Low-end: \$38,360	 Projected Average Annual Openings: 39
Postal service mail sorters, processors, and processing machine operators	RC	Prepare mail for distribution. Examine, sort, and route mail by State, type of mail, or other scheme. Load, operate, and occasionally adjust and repair mail processing, sorting, and canceling machinery. Keep records of shipments.	High-end: \$45,340 Median: \$39,370 Low-end: \$25,230	 Projected Average Annual Openings: 24
Refuse and Recyclable Material Collectors	RC	Collect and dump refuse or recyclable materials from containers into truck. May drive truck.	High-end: \$32,450 Median: \$28,790 Low-end: \$25,340	 Projected Average Annual Openings: 21

Human Services Occupations

Do you help friends with their personal problems?
 Do you care about people and want to help them?
 Have you cared for children or done babysitting?

Are you a good listener?
 Have you planned programs for school or community organizations?










In the Human Services cluster, you would work with individuals and families to meet their personal needs.

National Employment Outlook

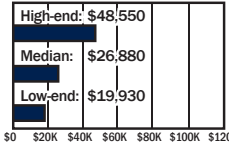

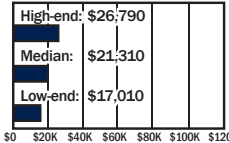

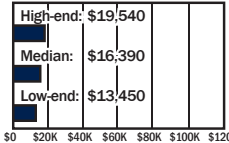

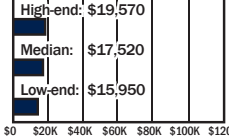

You should be able to find jobs in human services in the future. The expected growth is partly due to expanded services for the elderly. In addition, the demand for childcare services is increasing. In the occupations in this cluster where wages are low, the

turnover is high. Services for the mentally ill and disabled have been increasing. However, federal, state, and local governments might cut programs for these groups to deal with budget problems.

Human Services Occupations

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Clergy	SAE	Conduct religious worship and perform other spiritual functions associated with beliefs and practices of religious faith or denomination. Provide spiritual and moral guidance and assistance to members.	High-end: \$39,540 Median: \$30,750 Low-end: \$20,980	 Projected Average Annual Openings: 28
Doctoral Degree				
Clinical, counseling, and school psychologists	ISA	Diagnose and treat mental disorders; learning disabilities; and cognitive, behavioral, and emotional problems using individual, child, family, and group therapies. May design and implement behavior modification programs.	High-end: \$52,350 Median: \$42,760 Low-end: \$31,680	 Projected Average Annual Openings: 35
Master's Degree				
Mental health and substance abuse social workers	SIA	Assess and treat individuals with mental, emotional, or substance abuse problems. Activities may include individual and group therapy, crisis intervention, case management, client advocacy, prevention, and education.	High-end: \$38,070 Median: \$29,710 Low-end: \$26,070	 Projected Average Annual Openings: 24
Rehabilitation counselors	SIA	Counsel individuals to maximize the independence and employability of persons coping with personal, social, and vocational difficulties that result from birth defects, illness, disease, accidents, or the stress of daily life.	High-end: \$39,850 Median: \$29,440 Low-end: \$25,000	 Projected Average Annual Openings: 24
Substance abuse and behavioral disorder counselors	SIA	Counsel and advise individuals with alcohol, tobacco, drug, or other problems, such as gambling and eating disorders. May counsel individuals, families, or groups or engage in prevention programs.	High-end: \$38,400 Median: \$34,440 Low-end: \$31,050	 Projected Average Annual Openings: 15
Bachelor's Degree				
Child, family, and school social workers	SEA	Provide social services and assistance to improve the social and psychological functioning of children and their families. May assist single parents, arrange adoptions, and find foster homes for abandoned or abused children.	High-end: \$38,320 Median: \$32,450 Low-end: \$25,040	 Projected Average Annual Openings: 37
Directors, religious activities and education	SEA	Plan, direct, or coordinate church school programs designed to promote religious education among church membership. May provide counseling and guidance relative to marital, health, financial, and religious problems.	High-end: \$31,750 Median: \$24,530 Low-end: \$19,110	 Projected Average Annual Openings: 13
Social and community service managers	SEA	Plan, organize, or coordinate the activities of a social service program or community outreach organization. Oversee the program's budget and policies regarding participant involvement, program requirements, and benefits.	High-end: \$50,530 Median: \$35,620 Low-end: \$27,950	 Projected Average Annual Openings: 47
Postsecondary Vocational Training				
Hairdressers, hairstylists, and cosmetologists	ESA	Provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May also apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.	High-end: \$21,060 Median: \$17,110 Low-end: \$13,660	 Projected Average Annual Openings: 188

Law, Public Safety, & Security Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Postsecondary Vocational Training				
Massage therapists		Massage customers for hygienic or remedial purposes.		 Projected Average Annual Openings: 29
Moderate-Term On-The-Job Training				
Social and human service assistants	SCA	Assist professionals from a wide variety of fields, such as psychology, rehabilitation, or social work. May assist clients in identifying available benefits and social services. May assist social workers with developing and conducting various programs.		 Projected Average Annual Openings: 159
Short-Term On-The-Job Training				
Child care workers	SA	Attend to children at schools, businesses, private households, and child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.		 Projected Average Annual Openings: 911
Personal and home care aides	SR	Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. Duties performed at a place of residence may include keeping house and preparing meals.		 Projected Average Annual Openings: 207

Law, Public Safety, and Security Occupations

Are you able to work under pressure?
 Can you work with various kinds of people?
 Do you like to help people?

Can you work in the face of danger?
 Are you good at winning arguments?
 Do you instruct friends on laws and regulations?

If you are interested in working in this cluster, you have several options. One option is to guard the public by enforcing the law. Or you might provide fire protection and security. Another option is to provide legal services for people who commit crimes.

National Employment Outlook

Employment opportunities in law, public safety, and security depend on several factors. First of all, turnover will create job openings as people leave their jobs or retire. Work in law enforcement, fire protection, and corrections can be dangerous and stressful. These three areas also depend on government funding. To lower crime rates, more money has been budgeted to increase law enforcement. As a result, the prison population has increased. So, new jobs have been

created. However, state and local governments facing financial problems may cut spending in these areas to balance budgets.

The amount and types of legal services available have increased. As incomes increase, there is more money to spend on these services. However, law firms are relying more on the work of paralegals and are hiring fewer lawyers to provide those services.

Law, Public Safety, & Security Occupations

Occupation	Interest Profile	Description	Wages	Outlook
First Professional Degree				
Lawyers	ECIS	Represent clients in criminal and civil litigation and other legal proceedings, draw up legal documents, and manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.	<p>High-end: \$72,480 Median: \$53,320 Low-end: \$39,450</p>	 Projected Average Annual Openings: 161
Associate Degree				
Paralegals and legal assistants	EC	Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.	<p>High-end: \$36,040 Median: \$27,670 Low-end: \$24,150</p>	 Projected Average Annual Openings: 18
Postsecondary Vocational Training				
Legal secretaries	CE	Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.	<p>High-end: \$31,640 Median: \$25,160 Low-end: \$21,480</p>	 Projected Average Annual Openings: 35
Work Experience in a Related Occupation				
Private detectives and investigators	ESR	Detect occurrences of unlawful acts or infractions of rules in private establishment, or seek, examine, and compile information for client.	<p>High-end: \$34,840 Median: \$22,830 Low-end: \$20,590</p>	 Projected Average Annual Openings: 22
Long-Term On-The-Job Training				
Fire fighters	RS	Control and extinguish fires or respond to emergencies where life, property, or the environment is at risk. Duties include emergency medical service, hazardous material response, search and rescue, and disaster management.	<p>High-end: \$42,710 Median: \$36,860 Low-end: \$27,280</p>	 Projected Average Annual Openings: 48
Police and sheriff's patrol officers	ECS	Maintain order, enforce laws and ordinances, and protect life and property. May patrol on foot or in a vehicle; direct traffic; issue traffic summonses; investigate accidents; apprehend and arrest suspects, or serve legal processes of courts.	<p>High-end: \$44,650 Median: \$37,610 Low-end: \$31,650</p>	 Projected Average Annual Openings: 94
Moderate-Term On-The-Job Training				
Correctional officers and jailers	RS	Guard inmates in penal or rehabilitative institution. May guard prisoners in transit between jail, courtroom, prison, or other point. Includes deputy sheriffs and police who spend the majority of their time guarding prisoners.	<p>High-end: \$33,300 Median: \$28,880 Low-end: \$25,340</p>	 Projected Average Annual Openings: 56
Police, fire, and ambulance dispatchers	SCR	Receive complaints from public concerning crimes, fires, and medical emergencies. Broadcast orders to police patrol units. Operate radio, telephone, or computer equipment.	<p>High-end: \$31,380 Median: \$26,990 Low-end: \$22,970</p>	 Projected Average Annual Openings: 18
Short-Term On-The-Job Training				
Security guards	SEC	Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.	<p>High-end: \$23,500 Median: \$18,950 Low-end: \$15,940</p>	 Projected Average Annual Openings: 62

Industrial, Manufacturing, & Engineering Systems Cluster

Architecture and Construction Occupations

Do you often admire the buildings around you?
Do you like to work with tools, objects, & numbers?
Do you like to create models or make designs?






Can you visualize objects in your mind?
Do you like to use both mental and manual skills to solve problems?

If you work in occupations in the Architecture and Construction cluster, you would be responsible for buildings and other structures such as highways and bridges. You might make designs and plans for new structures. Or, you would use the plans to build new structures and manage construction workers. Another option would be to take care of, repair, and restore existing structures.











National Employment Outlook

If you are interested in working in construction, you will probably find a job. The job openings will vary with the different occupations. Many workers leave their jobs because of the hard physical work and uncomfortable working conditions. More jobs will be available in occupations that require technical skills and involve more training. This includes bricklayers

and stonemasons, electricians, sheet metal workers, and heating and cooling system mechanics. When interest rates are low, people get loans to build new houses. Industrial companies are replacing old, outdated facilities. Hospitals and health care facilities are adding on to meet the needs of the aging population. These conditions result in more job opportunities.

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Architects, except landscape and naval	ARI	Plan and design structures, such as private residences, office buildings, theaters, factories, and other structural property.	High-end: \$58,890 Median: \$48,500 Low-end: \$34,780	 Projected Average Annual Openings: 25
Construction managers	ERC	Plan, direct, coordinate, or budget the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its implementation.	High-end: \$68,330 Median: \$54,600 Low-end: \$41,780	 Projected Average Annual Openings: 133
Interior designers	AER	Plan, design, and furnish interiors of residential, commercial, or industrial buildings. Formulate design which is practical, aesthetic, and conducive to intended purposes.	High-end: \$45,970 Median: \$35,280 Low-end: \$27,910	 Projected Average Annual Openings: 15
Surveyors	IER	Make exact measurements and determine property boundaries. Provide data on land features for engineering, mapmaking, mining, land evaluation, construction, and other purposes.	High-end: \$48,210 Median: \$35,980 Low-end: \$25,920	 Projected Average Annual Openings: 16
Postsecondary Vocational Training				
Architectural and civil drafters	RCA	Prepare detailed drawings of architectural structures and topographical relief maps used in civil engineering projects. Utilize knowledge of building materials, engineering practices, and mathematics to complete drawings.	High-end: \$40,330 Median: \$33,190 Low-end: \$28,300	 Projected Average Annual Openings: 15

Architecture & Construction Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Mobile heavy equipment mechanics, except engines	R	Diagnose, adjust, repair, or overhaul mobile mechanical, hydraulic, and pneumatic equipment, such as cranes, bulldozers, graders, and conveyors, used in construction, logging, and surface mining.	High-end: \$45,620 Median: \$38,310 Low-end: \$31,770	 Projected Average Annual Openings: 23
Work Experience in a Related Occupation				
First-line supervisors of construction trades and extraction workers	ERC	Directly supervise and coordinate activities of construction or extraction workers.	High-end: \$58,620 Median: \$47,370 Low-end: \$38,450	 Projected Average Annual Openings: 158
Long-Term On-The-Job Training				
Brickmasons and blockmasons	R	Lay and bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, and terra-cotta block, with mortar and other substances to construct or repair walls, partitions, arches, sewers, and other structures.	High-end: \$49,840 Median: \$37,690 Low-end: \$31,070	 Projected Average Annual Openings: 23
Cabinetmakers and bench carpenters	RA	Cut, shape, and assemble wooden articles or set up and operate a variety of woodworking machines, such as power saws, jointers, and mortisers to surface, cut, or shape lumber or to fabricate parts for wood products.	High-end: \$34,300 Median: \$26,720 Low-end: \$20,140	 Projected Average Annual Openings: 46
Carpenters	RC	Construct, install, or repair wooden structures and fixtures, such as concrete forms, building frameworks, stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall and batt or roll insulation.	High-end: \$39,380 Median: \$31,880 Low-end: \$25,780	 Projected Average Annual Openings: 507
Electricians	RIC	Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.	High-end: \$54,640 Median: \$46,700 Low-end: \$39,200	 Projected Average Annual Openings: 89
Heating, air conditioning, and refrigeration mechanics and installers	RC	Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves.	High-end: \$42,650 Median: \$31,690 Low-end: \$23,970	 Projected Average Annual Openings: 35
Plumbers, pipefitters, and steamfitters	R	Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install heating and cooling equipment and mechanical control systems.	High-end: \$54,810 Median: \$45,980 Low-end: \$37,450	 Projected Average Annual Openings: 78
Stonemasons	R	Build stone structures, such as piers, walls, and abutments. Lay walks, curbstones, or special types of masonry for vats, tanks, and floors.	High-end: \$45,710 Median: \$37,550 Low-end: \$31,930	 Projected Average Annual Openings: 15
Moderate-Term On-The-Job Training				
Cement masons and concrete finishers	R	Smooth and finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.	High-end: \$38,040 Median: \$31,780 Low-end: \$26,350	 Projected Average Annual Openings: 56

Architecture & Construction Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Construction laborers	RC	Perform tasks involving physical labor at building, highway, and heavy construction projects, tunnel and shaft excavations, and demolition sites. May operate hand and power tools of all types.	<p>High-end: \$32,530 Median: \$26,050 Low-end: \$20,810</p>	<p>Projected Average Annual Openings: 179</p>
Fence erectors	R	Erect and repair metal and wooden fences and fence gates around highways, industrial establishments, residences, or farms, using hand and power tools.	<p>High-end: \$28,340 Median: \$22,620 Low-end: \$18,160</p>	<p>Projected Average Annual Openings: 16</p>
Highway maintenance workers	RC	Maintain highways, municipal and rural roads, airport runways, and rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, and snow fences.	<p>High-end: \$38,050 Median: \$32,310 Low-end: \$27,270</p>	<p>Projected Average Annual Openings: 15</p>
Insulation Workers	R	Line and cover structures with insulating materials. May work with batt, roll, or blown insulation materials.	<p>High-end: \$27,180 Median: \$22,970 Low-end: \$20,160</p>	<p>Projected Average Annual Openings: 16</p>
Operating engineers and other construction equipment operators	RC	Operate several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders. May repair and maintain equipment in addition to other duties.	<p>High-end: \$45,780 Median: \$38,840 Low-end: \$32,520</p>	<p>Projected Average Annual Openings: 121</p>
Painters, construction and maintenance	R	Paint walls, equipment, buildings, bridges, and other structural surfaces, using brushes, rollers, and spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency.	<p>High-end: \$34,910 Median: \$28,370 Low-end: \$24,290</p>	<p>Projected Average Annual Openings: 105</p>
Paving, surfacing, and tamping equipment operators	R	Operate concrete and asphalt paving machines, tamping machines, stone spreaders, and other machines used for applying concrete, asphalt, or other materials to road beds, parking lots, or airport runways and taxiways.	<p>High-end: \$36,740 Median: \$33,070 Low-end: \$29,930</p>	<p>Projected Average Annual Openings: 7</p>
Roofers	R	Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, and related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.	<p>High-end: \$35,950 Median: \$29,140 Low-end: \$23,360</p>	<p>Projected Average Annual Openings: 35</p>
Woodworking machine setters, operators, and tenders, except sawing	RC	Set up, operate, or tend woodworking machines, such as drill presses, lathes, shapers, routers, sanders, planers, and wood nailing machines.	<p>High-end: \$32,720 Median: \$25,080 Low-end: \$20,230</p>	<p>Projected Average Annual Openings: 20</p>
Short-Term On-The-Job Training				
Helpers--carpenters	RC	Help carpenters by performing duties of lesser skill. Duties include using, supplying or holding materials or tools, and cleaning work area and equipment.	<p>High-end: \$27,070 Median: \$23,790 Low-end: \$20,190</p>	<p>Projected Average Annual Openings: 77</p>

Manufacturing, Installation, and Repair Occupations

Are you good at working with your hands?
Can you explain to others how a machine works?
Can you visualize how a machine works?

Do you set up or repair stereo equipment?
Do you enjoy reading about the latest developments in electronics?

In the Manufacturing, Installation, and Repair career cluster, you can choose one of several options. You might design a new product or determine how the product will be made. Another option is to make the product. The final option is to install and repair the product once it has been purchased.

National Employment Outlook

Job opportunities in manufacturing are expected to continue to be limited in the future. Improvements in technology and production equipment means fewer workers are needed to make more products. In addition, many companies are moving production to other countries where wages are lower.

Installation and repair will also need fewer workers in the future. Products are more reliable and need fewer repairs. Also, many products cost less than means consumers replace the item rather than repair it. Many stores are a part of large chains that provide repair and installation services. These large businesses hire fewer workers and do not use the self-employed repair shops.

Occupation	Interest Profile	Description	Wages	Outlook
Work Experience in a Related Occupation				
First-line supervisors of mechanics, installers, and repairers	ERC	Supervise and coordinate the activities of mechanics, installers, and repairers.	<p>High-end: \$60,920 Median: \$48,970 Low-end: \$38,250</p>	 Projected Average Annual Openings: 50
First-line supervisors of production and operating workers	ERC	Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.	<p>High-end: \$54,490 Median: \$40,820 Low-end: \$31,700</p>	 Projected Average Annual Openings: 44
Long-Term On-The-Job Training				
Electrical power-line installers and repairers	RC	Install or repair cables or wires used in electrical power or distribution systems. May erect poles and light or heavy duty transmission towers.	<p>High-end: \$66,080 Median: \$57,740 Low-end: \$50,350</p>	 Projected Average Annual Openings: 24
Industrial machinery mechanics	R	Repair, install, adjust, or maintain industrial production and processing machinery or refinery and pipeline distribution systems.	<p>High-end: \$54,520 Median: \$43,270 Low-end: \$36,310</p>	 Projected Average Annual Openings: 18
Machinists	RIC	Set up and operate a variety of machine tools to produce, modify, or repair precision parts and instruments. Utilize a knowledge of mechanics, shop mathematics, metal properties, layout, and machining procedures.	<p>High-end: \$36,270 Median: \$31,730 Low-end: \$26,110</p>	 Projected Average Annual Openings: 28
Welders, cutters, solderers, and brazers	R	Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.	<p>High-end: \$36,330 Median: \$28,400 Low-end: \$23,630</p>	 Projected Average Annual Openings: 50

Manufacturing, Installation, and Repair Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Inspectors, testers, sorters, samplers, and weighers	RC	Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, and deviations from specifications.	<p>High-end: \$35,840 Median: \$29,800 Low-end: \$21,840</p>	 Projected Average Annual Openings: 14
Maintenance and repair workers, general	RC	Keep machines, mechanical equipment, or the structure of an establishment in repair. Duties may involve pipe fitting; boiler making; insulating; welding; machining; carpentry; or preparing electrical or mechanical equipment.	<p>High-end: \$37,370 Median: \$30,870 Low-end: \$22,120</p>	 Projected Average Annual Openings: 158
Sheet metal workers	RC	Fabricate, assemble, install, and repair sheet metal products and equipment, such as ducts, control boxes, drainpipes, and furnace casings.	<p>High-end: \$47,850 Median: \$35,760 Low-end: \$26,360</p>	 Projected Average Annual Openings: 32
Team assemblers	RC	Work as part of a team assembling products or components. Team assemblers can perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a permanent task.	<p>High-end: \$26,060 Median: \$21,800 Low-end: \$19,110</p>	 Projected Average Annual Openings: 63
Short-Term On-The-Job Training				
Helpers--installation, maintenance, and repair workers	RC	Help with maintenance, parts replacement, and repair of vehicles, industrial machinery, and electrical and electronic equipment. Furnish tools, materials, and supplies to other workers, and clean work areas, machines, and tools.	<p>High-end: \$25,780 Median: \$21,840 Low-end: \$18,350</p>	 Projected Average Annual Openings: 33
Helpers--production workers	R	Help production workers by performing duties of lesser skill. Duties include supplying or holding materials or tools, and cleaning work area and equipment.	<p>High-end: \$29,790 Median: \$21,770 Low-end: \$17,550</p>	 Projected Average Annual Openings: 19



Science, Technology, Engineering, and Math Occupations

Is science one of your favorite subjects?
Do you prepare projects for science fairs?
Do you enjoy reading science magazines?





Are you detail-oriented?
Do you like to know how things work?
Are you a “numbers person”?

If you choose to work in the Science, Technology, Engineering, or Mathematics, you have several avenues. One avenue is to do scientific research in laboratories or the field. Another option is to be involved in the planning and design of products and systems. The last avenue is to provide support to the scientists, mathematicians, and engineers so they can do their work.

National Employment Outlook

The job opportunities in engineering are expected to increase slowly in the near future. Companies are turning more to engineers to help improve product design and increase productivity. In addition, the number of students graduating from engineering programs is not increasing. However, improvements in technology mean that one engineer can work on multiple projects at different locations at one time.

Many scientists depend on federal funding for their research projects. Federal spending for scientific research is decreasing. The number of students graduating from science programs is increasing. As a result, it is more difficult to obtain grants for research. The prospects for people with bachelors and masters degrees are improving. Job growth will be concentrated in the areas of biotechnology and pharmacy.

Occupation	Interest Profile	Description	Wages	Outlook
Master's Degree				
Environmental scientists and specialists, including health	IR	Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Utilize knowledge of various scientific disciplines.	High-end: \$47,910 Median: \$39,310 Low-end: \$34,120	 Projected Average Annual Openings: 24
Bachelor's or Higher Degree plus Work Experience				
Natural sciences managers	IER	Plan, direct, or coordinate activities in such fields as life sciences, physical sciences, mathematics, statistics, and research and development in these fields.	High-end: \$91,390 Median: \$75,470 Low-end: \$64,500	 Projected Average Annual Openings: 17
Bachelor's Degree				
Civil Engineers	RIC	Perform engineering duties in planning, designing, and overseeing construction and maintenance of building structures, and facilities. Includes architectural, structural, traffic, ocean, and geo-technical engineers.	High-end: \$71,200 Median: \$56,250 Low-end: \$44,290	 Projected Average Annual Openings: 28
Conservation scientists	IR	Manage, improve, and protect natural resources to maximize their use without damaging the environment. May conduct soil surveys and develop plans to eliminate soil erosion or to protect rangelands from fire and rodent damage.	High-end: \$63,210 Median: \$53,530 Low-end: \$41,670	 Projected Average Annual Openings: 27

Science, Technology, Engineering, & Math Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Bachelor's Degree				
Electrical engineers	RI	Design, develop, test, or supervise the manufacturing and installation of electrical equipment, components, or systems for commercial, industrial, military, or scientific use.	<p>High-end: \$72,640 Median: \$62,100 Low-end: \$51,150</p>	 Projected Average Annual Openings: 13
Mechanical engineers	RI	Perform engineering duties in planning and designing tools, engines, and machines. Oversee installation, operation, maintenance, and repair of such equipment as centralized heat, gas, water, and steam systems.	<p>High-end: \$68,300 Median: \$53,600 Low-end: \$45,050</p>	 Projected Average Annual Openings: 16
Associate Degree				
Civil engineering technicians	RIC	Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.	<p>High-end: \$45,260 Median: \$39,100 Low-end: \$31,580</p>	 Projected Average Annual Openings: 10
Moderate-Term On-The-Job Training				
Surveying and mapping technicians	RCI	Perform surveying and mapping duties, usually under the direction of a surveyor, cartographer, or photogrammetrist, to obtain data used for construction, mapmaking, boundary location, mining, or other purposes.	<p>High-end: \$39,550 Median: \$29,060 Low-end: \$21,610</p>	 Projected Average Annual Openings: 49



Transportation, Distribution, and Logistics

Do you have good eyesight and quick reflexes?
Can you estimate distances accurately?
Would you like to learn to fly an airplane?

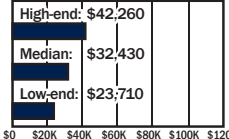

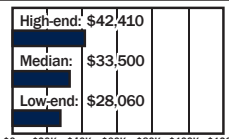


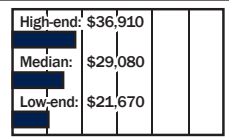

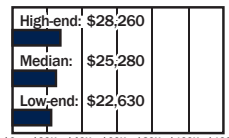

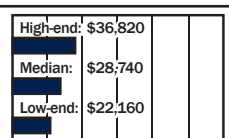

Do you repair your family's and friends' vehicles?
Do you read automotive or mechanical magazines?
Have you driven a truck or tractor to do farm work?

If you are interested in working in this cluster, you have three avenues. One is to move people and products by road, air, rail, or water. You would drive or pilot different means of transportation. The second is to repair and maintain the vehicles, trains, planes, and ships to keep people and products moving. The third option is to work behind the scenes to make sure the products and people get to the right place on time.











National Employment Outlook

The demand for trucking and warehousing services is expected to increase. This means new jobs will be created. In addition, each year truck drivers leave the occupation because of the long periods away from home and the long hours of driving.

The employment opportunities in rail transportation are not expected to increase. As a result of improved technology, fewer workers are needed to arrange and operate trains.

Occupation	Interest Profile	Description	Wages	Outlook
Postsecondary Vocational Training				
Automotive service technicians and mechanics	RC	Diagnose, adjust, repair, or overhaul automotive vehicles.	 <p>High-end: \$42,260 Median: \$32,430 Low-end: \$23,710</p>	 Projected Average Annual Openings: 191
Bus and truck mechanics and diesel engine specialists	RC	Diagnose, adjust, repair, or overhaul trucks, buses, and all types of diesel engines. Includes mechanics working primarily with automobile diesel engines.	 <p>High-end: \$42,410 Median: \$33,500 Low-end: \$28,060</p>	 Projected Average Annual Openings: 42
Work Experience in a Related Occupation				
Locomotive Engineers	RC	Drive electric, diesel-electric, steam, or gas-turbine-electric locomotives to transport passengers or freight. Interpret train orders, electronic or manual signals, and railroad rules and regulations.	Information Not Available	 Projected Average Annual Openings: 22
Long-Term On-The-Job Training				
Automotive body and related repairers	RC	Repair and refinish automotive vehicle bodies and straighten vehicle frames.	 <p>High-end: \$36,910 Median: \$29,080 Low-end: \$21,670</p>	 Projected Average Annual Openings: 34
Moderate-Term On-The-Job Training				
Bus drivers, transit and intercity	RSC	Drive bus or motor coach, including regular route operations, charters, and private carriage. May assist passengers with baggage. May collect fares or tickets.	 <p>High-end: \$28,260 Median: \$25,280 Low-end: \$22,630</p>	 Projected Average Annual Openings: 24
Dispatchers, except police, fire, and ambulance	CR	Schedule and dispatch workers, work crews, equipment, or service vehicles for conveyance of materials, freight, or passengers. Duties may include using radio, telephone, or computer and compiling statistics and reports on work progress.	 <p>High-end: \$36,820 Median: \$28,740 Low-end: \$22,160</p>	 Projected Average Annual Openings: 19

Transportation, Distribution, & Logistics Occupations

Occupation	Interest Profile	Description	Wages	Outlook
Moderate-Term On-The-Job Training				
Truck drivers, heavy and tractor-trailer	RC	Drive a tractor-trailer or truck to transport and deliver goods, livestock, or materials in liquid, loose, or packaged form. May be required to unload truck. Requires commercial driver's license.	High-end: \$39,500 Median: \$31,920 Low-end: \$25,930	 Projected Average Annual Openings: 359
Bus drivers, school	RS	Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.	High-end: \$30,100 Median: \$24,560 Low-end: \$19,810	 Projected Average Annual Openings: 66
Cleaners of Vehicles and Equipment	RC	Wash or otherwise clean vehicles, machinery, and other equipment. Use such materials as water, cleaning agents, brushes, cloths, and hoses.	High-end: \$19,170 Median: \$15,520 Low-end: \$13,320	 Projected Average Annual Openings: 89
Short-Term On-The-Job Training				
Industrial Truck and Tractor Operators	RC	Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location.	High-end: \$34,110 Median: \$28,700 Low-end: \$22,680	 Projected Average Annual Openings: 26
Laborers and Freight, Stock, and Material Movers, Hand	R	Manually move freight, stock, or other materials or perform other unskilled general labor. Includes all unskilled manual laborers not elsewhere classified.	High-end: \$26,090 Median: \$20,700 Low-end: \$16,770	 Projected Average Annual Openings: 120
Packers and Packagers, Hand	RC	Pack or package by hand a wide variety of products and materials.	High-end: \$19,780 Median: \$14,410 Low-end: \$12,720	 Projected Average Annual Openings: 44
Shipping, receiving, and traffic clerks	CR	Verify and keep records on incoming and outgoing shipments. Prepare items for shipment. Duties include receiving, unpacking, verifying and recording incoming merchandise.	High-end: \$28,710 Median: \$23,370 Low-end: \$20,190	 Projected Average Annual Openings: 38
Taxi drivers and chauffeurs	RE	Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo.	High-end: \$21,250 Median: \$14,740 Low-end: \$12,910	 Projected Average Annual Openings: 24
Tire repairers and changers	R	Repair and replace tires.	High-end: \$24,450 Median: \$20,610 Low-end: \$17,610	 Projected Average Annual Openings: 36
Truck drivers, light or delivery services	RC	Drive a truck or van with a capacity of under 26,000 GVW, to deliver or pick up merchandise or to deliver packages. May require use of automatic routing or location software. May load and unload truck.	High-end: \$29,510 Median: \$21,050 Low-end: \$15,670	 Projected Average Annual Openings: 98



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